



A G E N D A
OLIVER'S BATTERY PARISH COUNCIL

St Mark's Church Hall, Oliver's Battery Road South, Oliver's Battery, Winchester, SO22 4EZ

Members are hereby SUMMONED to attend the Parish Council meeting on
3rd March 2026 commencing at 7:30pm

Members to be present:

Cllr. D. Kirkby (Chairman)
Cllr C. Leach (Vice-Chair)
Cllr. E. Almond
Cllr. R. Blundell
Cllr. T. Gaster
Cllr. S. Ironside
Cllr. K. Lakin

James Sheehy
Parish Clerk & Proper Officer

1. APOLOGIES FOR ABSENCE

To receive and accept any apologies for absence.

2. DECLARATIONS OF INTEREST

To receive any declarations of interest from members concerning any item on the agenda.

3. PUBLIC PARTICIPATION

An opportunity for members of the public to address the meeting and comment upon any item of the agenda.

Order note: Public participation is carried out in accordance with the Councils Standing Orders.

4. COMMUNITY SPEEDWATCH

To hear about the Community Speedwatch scheme.

5. DISTRICT & COUNTY COUNCILLOR REPORTS

To receive the reports of the District & County Councillors in attendance.

6. MINUTES OF THE PREVIOUS MEETING

To receive and confirm the minutes of the previous meeting held 10th February 2026.

7. ACTION LIST

To review the latest action list sheet for any outstanding actions and progress reports from members in attendance.

8. FINANCE REPORTS

a) To receive the bank reconciliations up to 31st January 2026.

9. GRANT APPLICATIONS

To consider any grant applications received by the Parish Council.

10. PLANNING REPORT

- a) To receive the planning report and any other matters relating to local planning (attached)
- b) To receive an update on the Survey of the SHELAA Sites

11. COMMUNITY EVENTS WORKING GROUP (STANDING ITEM)

To receive any updates from the community events group.

12. SUSTAINABILITY WORKING GROUP (STANDING ITEM)

To consider any updates from the sustainability working group

13. TREE WARDEN REPORTS (STANDING ITEM)

To receive the tree warden's reports.

14. POLICY REVIEW

- a) To receive an updated master policy sheet for the Council (attached)
- b) To review & adopt the complaints policy (attached)
- c) To review & adopt the memorials policy (attached)

15. FINANCIAL RISK ASSESSMENT

To receive and approve the Financial Risk Assessment for FY 2025/26 (attached)

16. RECREATION GROUND, WILDLIFE & THE BATTERY (STANDING ITEM)

- a) To consider the groundman's weekly reports
- b) To receive reports on the routine and ad-hoc tasks that have been completed.

17. LENGTHSMAN VISITS

To consider the lengthsman scheme and any items to be raised for action.

18. BUS SHELTERS

To receive an update on the grant application.

19. NEW WEBSITE & EMAILS UPDATE

To receive an update from the parish clerk on the continued movement to a .gov.uk domain website.

20. I.T POLICY

To consider a draft I.T policy for adoption

Order note: Adoption of a new I.T policy is a requirement at 1.54 of the SAPP (Assertion 10)

21. LEASE NEGOTIATIONS

To receive quotes for legal representatives in respect of a lease to Southern Electric PLC (attached).

22. DATE & TIME OF NEXT MEETING

To consider the May meeting date of the Annual Meeting and Annual Parish Meeting.

MIN-REF	DATE	ACTION	DELEGATE
81	10.02.2026	RESOLVED to submit a response to Bloor Homes and issue guidance to residents.	Cllr Kirkby
83	10.02.2026	The clerk would include an up to date action list in the next agenda.	Parish Clerk
89(a)	10.02.2026	RESOLVED to accept the quote of £1137 including VAT for replacement football goal corner brackets and nets & timber replacements.	Parish Clerk
89(a)	10.02.2026	RESOLVED to accept a quote of £1368 including VAT for the relining of the car park.	Parish Clerk
89(b)	10.02.2026	RESOLVED to accept the quote of £3107.99 including VAT (ElanCity SID Device)	Parish Clerk
90(b)	10.02.2026	Undertake a survey to provide up-to-date, accurate, factual information on residents' views on potential development sites in and around Olive	Cllr Leach
91	10.02.2026	Bus Stop Grant Scheme - obtain prices and fine tune the proposal.	Cllr Almond
92	10.02.2026	Lease Negotiations - to obtain quotes for legal advice etc	Parish Clerk
69	13.01.2026	Cllr. Gaster raised a question about the slow progress of the proposed yellow lining; Cllr Warwick requested lobby on Traffic Regulation Order.	Cllr Warwick
77	13.01.2026	RESOLVED to publish another Ob-server at the end of February, at an approximate cost of £500.	Cllr Leach
26	14.10.2025	To pay a grant of £650 to cover the costs of this event. This money will be paid into the St Lukes PCC as a holding account.	Parish Clerk

Oliver's Battery Parish Council
RECONCILIATION - Lloyds Bank Current 31-01-2026

From Accounts	£1,233.77
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Payments not cashed	Add
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Receipts not entered	Subtract
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Statement should be	£1,233.77
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Oliver's Battery Parish Council
RECONCILIATION - Lloyds Bank Savings 31-01-2026

From Accounts	£48,266.61
Payments not cashed Add	
Receipts not entered Subtract	
<hr/>	
Statement should be	£48,266.61

Oliver's Battery Parish Council
RECONCILIATION - Unity Bank Current Account 31-01-2026

From Accounts	£10,454.20
Payments not cashed Add	
Receipts not entered Subtract	
<hr/>	
Statement should be	£10,454.20

CAF Bank

Statement

Registered office: CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ
T: 03000 123 456 E: cafbank@cafonline.org W: www.cafonline.org/banking

CAF Gold Account

Winchester District Citizens Advice Bureau
Mrs Michelle Preston
City Offices
Colebrook Street
Winchester
SO23 9LJ

Account Name: Winchester District
Citizens Advice Bureau
Date: 6 June 2025
Sort Code: 40-52-40
Account Number: 00096706
IBAN: GB50CAFB40524000096706
Statement Number: 166
Page Number: 1

Current Gross Interest Rate is [REDACTED] %

Accrued Interest is £ [REDACTED]

Date	Particulars	Debit	Credit	Balance
06/05/25	Brought forward			[REDACTED]
08/05/25	[REDACTED]		[REDACTED]	[REDACTED]
13/05/25	[REDACTED]		[REDACTED]	[REDACTED]
14/05/25	[REDACTED]		[REDACTED]	[REDACTED]
16/05/25	[REDACTED]	[REDACTED]		[REDACTED]
19/05/25	[REDACTED]		[REDACTED]	[REDACTED]
22/05/25	[REDACTED]		[REDACTED]	[REDACTED]
23/05/25	[REDACTED]		[REDACTED]	[REDACTED]
29/05/25	[REDACTED]		[REDACTED]	[REDACTED]
05/06/25	[REDACTED]		[REDACTED]	[REDACTED]
06/06/25	Carried forward			[REDACTED]

WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
(A company limited by guarantee)

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
(A company limited by guarantee)

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WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
(A company limited by guarantee)

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2024**

Trustees

Ms. K. Bradshaw
Mrs. N. Stewart
Ms. S. F. Gooding, Chair
Ms. M. Papworth, Honorary Treasurer
Mr. T. Butt
Mr R. Wilson
Dr. S. Rathod
Mrs. R. Luzmore
Mr A.C. Tilley
Mrs. W. Hainsworth (appointed 27 September 2023)

Company registered number 07799341

Charity registered number 1144965

Registered office City Offices
Colebrook Street
Winchester
Hampshire
SO23 9LJ

Chief Executive Officer Dr. Sue Campbell

WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
(A company limited by guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2024

The Trustees present their annual report together with the financial statements of the Company for the year 1 April 2023 to 31 March 2024. The Annual report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Since the Company qualifies as small under section 382 of the Companies Act 2006, the Strategic report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

Objectives and activities

a. Policies and objectives

The company's objectives are to promote any charitable purpose for the public benefit by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress in particular, but without limitation, for the benefit of the community in Winchester District.

The company provides free, independent, confidential and impartial advice to everyone on their rights and responsibilities. It values diversity, promotes equality and challenges discrimination.

The service aims:

- to provide the advice people need for the problems they face
- to improve the policies and practices that affect people's lives

This is achieved through highly trained volunteers from all walks of life giving free, confidential, impartial and independent advice to the local community. The volunteer team is managed by a small team of experienced staff.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

b. Main activities undertaken to further the Company's purposes for the public benefit

The Trustees have referred to the Charity Commission general guidance on public benefit when reviewing the company's objectives and planning future activities. Whilst there is an inherent geographical restriction in place encompassing the local government area covered by Winchester City Council, it is considered there are no restrictions to any individual within that community in either seeking or being provided with help by the company.

Achievements and performance

WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

Achievements and performance (continued)

a. Review of activities

The objectives and aims are reviewed each year in the light of what has been achieved in the previous 12 months. The review looks at the success of each activity and the benefits they have provided to the people the company exists to help. The review assists the directors in maintaining focus on the company's stated purpose. The Trustees are satisfied with the achievements in the period under review. The company has to provide services within the financial limitations set by local government, and the Trustees are satisfied they have been utilised in an effective and efficient manner.

As ever, 2023/24 has been incredibly busy for the company's service. With the cost-of-living crisis far from over, demand for advice continued to grow and the company helped more people, and dealt with more advice issues, than in the previous year.

The company helped nearly 6,000 people with 18,000 issues, and the advice team secured record financial outcomes for Winchester District residents of around £2.5m.

Other significant achievements included engaging with over 1,200 people through the expansion of outreach work – opening up the advice service to those who may otherwise have struggled to access help.

Volunteer capacity increased to its highest level (worth an estimated £200k), and the company successfully migrated to a cloud-based IT system and moved its satellite advice hub from Bishops Waltham to Wickham Community Centre.

The biggest demand for advice this year has been support with Personal Independence Payment, a disability benefit that many claimants are facing problems with.

The company continued to support people with more than double the number of energy issues than before the effects of the cost-of-living crisis took hold.

Other key support this year included:

- Over 700 people assisted to manage their debt
- Over 500 people with a disability or long-term health condition supported to understand and access their benefits entitlement
- At least two people a week facing homelessness provided with housing and related advice
- Increased crisis support (nearly 300 food bank referrals and over 400 energy vouchers provided)

Financial review

WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

a. Review of the financial position

The financial statements cover the company's operations for the year ended 31 March 2024. The Trustees are satisfied that the company achieved its objectives during this period within the resources made available to it. It had been anticipated that the company would incur a deficit this year requiring it to draw on its reserves built up in previous periods. In addition, the Trustees authorised a move of premises from Bishops Waltham to Wickham utilising the Premises Fund of £10,000.

However the cost of living crisis resulted in additional funds being made available by government sources to provide additional services during the year ended 31 March 2024. As a result, the financial statements show an unrestricted funds surplus for the year of £13,668 (surplus of £7,460 for 2022/23) and a restricted funds deficit for the year of £5,792 (deficit of £2,346 for 2022/23), making an overall surplus of £7,876 (deficit of £9,806 for 2022/23).

It should be noted that £10,000 has been transferred from the Premises Fund following the move to Wickham in the year and £22,500 has been transferred from the Enhanced Capacity reserve to meet the costs of providing support for cost of living issues. A new Project Bridging Fund of £50,000 (incorporating the previously held Succession Planning fund of £20,000) has been created to help support services should alternative project or core income be required.

Consequently, the overall general fund movement was an increase of £16,168. At the start of the year the unrestricted funds (excluding designated funds) amounted to £129,813, which represented approximately four and a half months of core expenditure. This figure was in line with the company's stated policy of between three and six months and allowed for a deficit to be run this financial year. These funds totalled £145,981 as at 31 March 2024 and this continued to represent approximately four and a half months of core expenditure.

b. Reserves policy

The cumulative unrestricted funds (excluding designated funds) were £145,981 as at 31 March 2024 (£129,813, as at 31 March 2023). The trustees have determined that the company should retain unrestricted reserves (excluding designated funds), which at a minimum cover:

- The previous 3-6 months of gross expenditure, plus the
- book value of fixed assets less any realisable value

This policy is principally to enable the service to:

- continue operations whilst awaiting the receipt of grants
- pay contractual liabilities in the event that grants were discontinued or significantly reduced, whilst services were realigned to new levels of income
- recover the potential loss on fixed investments in the event where continued funding was withdrawn
- identify any unrestricted surplus to reinvest in the service

c. Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the Company has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

d. Pension schemes

The company provides a defined contribution scheme which is available to full-time and part-time permanent employees.

Structure, governance and management

a. Constitution

Winchester District Citizens Advice Bureau is a company limited by guarantee and a registered charity governed by its memorandum and articles of association. It was incorporated on 6 October 2011 and took over the assets, liabilities and reserves of Winchester Citizens Advice Bureau and Bishop's Waltham and Meon Valley Citizens Advice Bureau on 1 February 2012. Whilst the registered name is Winchester District Citizens Advice Bureau, it operates as Citizens Advice Winchester District (CAWD). The principal object of the company is to provide services as described in the Policies and Objectives section on Page 2.

b. Methods of appointment or election of Trustees

All of the Trustees provide their time and skills voluntarily. When a vacancy arises a replacement Trustee is sought who can add to the Board's overall skill base. All Trustees are appointed via approval at the regular board meetings and formally appointed as directors at the Annual General Meeting.

c. Organisational structure and decision-making policies

A Trustee Board manages the company, which is independent of both management and volunteers. The Chief Executive attends but is not a member of the Trustee Board.

The Chief Executive and Core Management Team (CMT) have responsibility for the day to day operational management of the company's offices, including individual supervision of the staff and volunteers and also ensuring they continue to develop their skills and working practices in line with good practice. The company is heavily reliant on the time and support provided by volunteers to be able to meet its aims and objectives.

d. Financial risk management

The Trustees have considered the major risks to which the charity could be exposed and have reviewed the systems established to mitigate them. They are not aware of any irregularities, fraud involving management, employees or volunteers, or of any instance of actual or possible non-compliance with laws, regulations, contracts or agreements that might result in the charity suffering significant penalties or other loss.

WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

Plans for future periods

In 2023 a new 3 year strategy was approved by the trustees, for the period April 2023 to March 2026. The company continues to be ambitious about continual improvement across all areas of the organisation, however the strategic objectives set out the areas that we will particularly focus on developing over the coming three years. These are to:

1. Develop our outreach and partnership working
 2. Develop our use of technology
 3. Develop a more flexible, cost-effective structure and operating model
 4. Ensure we remain a strong, sustainable, high-performing and well-regarded organisation.
- The management team develop an annual business detailing how these objectives will be progressed during the year, and progress is monitored quarterly at trustee meetings.

Members' liability

The Members of the Company guarantee to contribute an amount not exceeding £1 to the assets of the Company in the event of winding up.

Statement of Trustees' responsibilities

The Trustees (who are also the directors of the Company for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Company's transactions and disclose with reasonable accuracy at any time the financial position of the Company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees on 25 September 2024 and signed on their behalf by:

WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024



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Ms. S. F. Gooding



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Ms. M. Papworth

WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
(A company limited by guarantee)

INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MARCH 2024

Independent examiner's report to the Trustees of Winchester District Citizens Advice Bureau ('the Company')

I report to the charity Trustees on my examination of the accounts of the Company for the year ended 31 March 2024.

Responsibilities and basis of report

As the Trustees of the Company (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Company's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants of England and Wales (ICAEW), which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act;
or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

This report is made solely to the Company's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Company's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Company and the Company's Trustees as a body, for my work or for this report.

Signed:

Dated: 2 October 2024

WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
(A company limited by guarantee)

INDEPENDENT EXAMINER'S REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

Mr P.M. Ward

ACA

J&S Accountants Limited
6 Northlands Road
Southampton
Hampshire
SO15 2LF

WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2024**

	Note	Restricted funds 2024 £	Unrestricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Income from:					
Core Grant	3	-	195,000	195,000	195,000
Other trading activities	4	236,808	89,258	326,066	276,516
Investments	5	-	2,896	2,896	684
Total income		236,808	287,154	523,962	472,200
Expenditure on:					
Raising funds	6	-	27,000	27,000	25,000
Charitable activities	7	242,600	246,486	489,086	457,006
Total expenditure		242,600	273,486	516,086	482,006
Net movement in funds		(5,792)	13,668	7,876	(9,806)
Reconciliation of funds:					
Total funds brought forward		5,792	212,313	218,105	227,911
Net movement in funds		(5,792)	13,668	7,876	(9,806)
Total funds carried forward		-	225,981	225,981	218,105

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 14 to 29 form part of these financial statements.

WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
(A company limited by guarantee)
REGISTERED NUMBER: 07799341

BALANCE SHEET
AS AT 31 MARCH 2024

	Note	2024 £	2023 £
Fixed assets		-	-
Current assets			
Debtors	12	26,013	26,683
Cash at bank and in hand		254,738	251,810
		<u>280,751</u>	<u>278,493</u>
Creditors: amounts falling due within one year	13	(54,770)	(60,388)
Net current assets		<u>225,981</u>	218,105
Total assets less current liabilities		<u>225,981</u>	218,105
Net assets excluding pension asset		<u>225,981</u>	218,105
Total net assets		<u><u>225,981</u></u>	<u><u>218,105</u></u>
Charity funds			
Restricted funds	15	-	5,792
Unrestricted funds	15	225,981	212,313
Total funds		<u><u>225,981</u></u>	<u><u>218,105</u></u>

The Company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

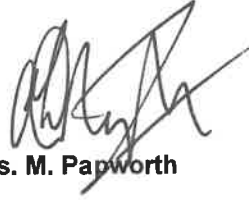
The financial statements were approved and authorised for issue by the Trustees on 25 September 2024 and signed on their behalf by:

WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
(A company limited by guarantee)
REGISTERED NUMBER: 07799341

BALANCE SHEET (CONTINUED)
AS AT 31 MARCH 2024



Ms. S. F. Gooding



Ms. M. Papworth

The notes on pages 14 to 29 form part of these financial statements.

WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
(A company limited by guarantee)

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2024

	2024	2023
	£	£
Cash flows from operating activities		
Net cash used in operating activities	2,928	10,306
	<hr/>	<hr/>
Cash flows from investing activities		
	<hr/>	<hr/>
Net cash provided by investing activities	-	-
	<hr/>	<hr/>
Cash flows from financing activities		
	<hr/>	<hr/>
Net cash provided by financing activities	-	-
	<hr/>	<hr/>
Change in cash and cash equivalents in the year	2,928	10,306
Cash and cash equivalents at the beginning of the year	251,810	241,504
	<hr/>	<hr/>
Cash and cash equivalents at the end of the year	254,738	251,810
	<hr/> <hr/>	<hr/> <hr/>

The notes on pages 14 to 29 form part of these financial statements

WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

1. General information

The entity is a private company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company. The company was incorporated in England and Wales, and the Registered Office is located at City Offices, Colebrook Street, Winchester, Hampshire, SO23 9LJ.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Winchester District Citizens Advice Bureau meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

2.2 Income

All income is recognised once the Company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

2.3 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on raising funds includes all expenditure incurred by the Company to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Company's objectives, as well as any associated support costs.

WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

2. Accounting policies (continued)

2.3 Expenditure (continued)

All expenditure is inclusive of irrecoverable VAT.

2.4 Government grants

Government grants relating to tangible fixed assets are treated as deferred income and released to the Statement of financial activities over the expected useful lives of the assets concerned. Other grants are credited to the Statement of financial activities as the related expenditure is incurred.

2.5 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Company; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

2.6 Tangible fixed assets and depreciation

Tangible fixed assets costing £1000 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following basis:

Computer equipment	-	25%
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2.7 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.8 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

2. Accounting policies (continued)

2.9 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

2.10 Financial instruments

The Company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.11 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Company and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

3. Income from grants and donations

	Unrestricted funds 2024 £	Total funds 2024 £
Core Grant- Winchester City Council	195,000	195,000

WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

3. Income from grants and donations (continued)

	<i>Unrestricted funds 2023 £</i>	<i>Total funds 2023 £</i>
Core Grant- Winchester City Council	<u>195,000</u>	<u>195,000</u>

4. Income from other trading activities

Income from fundraising events

	Restricted funds 2024 £	Unrestricted funds 2024 £	Total funds 2024 £
Grants, donations and fundraising	<u>236,808</u>	<u>89,258</u>	<u>326,066</u>

	<i>Restricted funds 2023 £</i>	<i>Unrestricted funds 2023 £</i>	<i>Total funds 2023 £</i>
Grants, donations and fundraising	<u>203,079</u>	<u>73,437</u>	<u>276,516</u>

5. Investment income

	Unrestricted funds 2024 £	Total funds 2024 £
Bank interest receivable	<u>2,896</u>	<u>2,896</u>

WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

5. Investment income (continued)

	<i>Unrestricted funds 2023 £</i>	<i>Total funds 2023 £</i>
Bank interest receivable	<u>684</u>	<u>684</u>

6. Expenditure on raising funds

Costs of raising voluntary income

	Unrestricted funds 2024 £	Total funds 2024 £
Costs of raising voluntary income - wages and salaries	<u>27,000</u>	<u>27,000</u>

WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

6. Expenditure on raising funds (continued)

Costs of raising voluntary income (continued)

	<i>Unrestricted funds 2023 £</i>	<i>Total funds 2023 £</i>
Costs of raising voluntary income - wages and salaries	<u>25,000</u>	<u>25,000</u>

7. Analysis of expenditure on charitable activities

Summary by fund type

	Restricted funds 2024 £	Unrestricted funds 2024 £	Total 2024 £
Charitable activities	<u>242,600</u>	<u>246,486</u>	<u>489,086</u>

	<i>Restricted funds 2023 £</i>	<i>Unrestricted funds 2023 £</i>	<i>Total 2023 £</i>
Charitable activities	<u>203,079</u>	<u>253,927</u>	<u>457,006</u>

8. Analysis of expenditure by activities

	Support costs 2024 £	Total funds 2024 £
Charitable activities	<u>489,086</u>	<u>489,086</u>

WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

8. Analysis of expenditure by activities (continued)

	<i>Support costs 2023 £</i>	<i>Total funds 2023 £</i>
Charitable activities	457,006	457,006

9. Independent examiner's remuneration

	2024 £	2023 £
Fees payable to the Company's independent examiner for the independent examination of the Company's annual accounts	450	420
Fees payable to the Company's independent examiner in respect of: All other services not included above	300	300

10. Staff costs

	2024 £	2023 £
Wages and salaries	378,758	345,269
Social security costs	20,950	15,993
Contribution to defined contribution pension schemes	16,806	13,390
	416,514	374,652

The average number of persons employed by the Company during the year was as follows:

	2024 No.	2023 No.
Staff	23	22

WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

10. Staff costs (continued)

The average headcount expressed as full-time equivalents was:

	2024	2023
	No.	No.
Staff	12	12
	<u>12</u>	<u>12</u>

No employee received remuneration amounting to more than £60,000 in either year.

11. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2023 - £NIL).

During the year ended 31 March 2024, no Trustee expenses have been incurred (2023 - £NIL).

12. Debtors

	2024	2023
	£	£
Due within one year		
Other debtors	195	-
Prepayments and accrued income	25,818	26,683
	<u>26,013</u>	<u>26,683</u>
	<u>26,013</u>	<u>26,683</u>

13. Creditors: Amounts falling due within one year

	2024	2023
	£	£
Trade creditors	9,325	-
Accruals and deferred income	45,445	60,388
	<u>54,770</u>	<u>60,388</u>
	<u>54,770</u>	<u>60,388</u>

WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

14. Financial instruments

	2024	<i>2023</i>
	£	£
Financial assets		
Financial assets measured at fair value through income and expenditure	254,738	<i>251,810</i>

Financial assets measured at fair value through income and expenditure comprise cash at bank.

WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

15. Statement of funds

Statement of funds - current year

	Balance at 1 April 2023 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2024 £
Unrestricted funds					
Designated funds					
Premises Fund	10,000	-	-	(10,000)	-
Information Technology Fund	20,000	-	-	-	20,000
Redundancy Provision Fund	10,000	-	-	-	10,000
Succession Planning Fund	20,000	-	-	(20,000)	-
Enhanced Capacity Fund	22,500	-	-	(22,500)	-
Project Bridging Fund	-	-	-	50,000	50,000
	<u>82,500</u>	<u>-</u>	<u>-</u>	<u>(2,500)</u>	<u>80,000</u>
General funds					
General Funds	129,813	287,154	(273,486)	2,500	145,981
	<u>129,813</u>	<u>287,154</u>	<u>(273,486)</u>	<u>2,500</u>	<u>145,981</u>
Total Unrestricted funds	212,313	287,154	(273,486)	-	225,981
	<u>212,313</u>	<u>287,154</u>	<u>(273,486)</u>	<u>-</u>	<u>225,981</u>
Restricted funds					
Alresford Outreach	2,674	-	(2,674)	-	-
Client Emergency Fund	580	-	(580)	-	-
Demead Outreach	2,482	-	(2,482)	-	-
Wickham Outreach	56	-	(56)	-	-
MacMillan	-	5,094	(5,094)	-	-
WCC Cost of Living	-	41,053	(41,053)	-	-
National Lottery Cost of Living	-	55,301	(55,301)	-	-
WCC Inc Max	-	39,954	(39,954)	-	-
WCC Money Advice	-	30,000	(30,000)	-	-
Home and Well	-	32,991	(32,991)	-	-
Mental Health and Advice	-	32,415	(32,415)	-	-
	<u>5,792</u>	<u>236,808</u>	<u>(242,600)</u>	<u>-</u>	<u>-</u>
	<u>5,792</u>	<u>236,808</u>	<u>(242,600)</u>	<u>-</u>	<u>-</u>

WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

15. Statement of funds (continued)

Total of funds	218,105	523,962	(516,086)	-	225,981
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

15. Statement of funds (continued)

Statement of funds - prior year

	<i>Balance at 1 April 2022 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 31 March 2023 £</i>
Unrestricted funds					
Designated funds					
Premises Fund	10,000	-	-	-	10,000
Information Technology Fund	40,000	-	-	(20,000)	20,000
Redundancy Provision Fund	10,000	-	-	-	10,000
Succession Planning Fund	20,000	-	-	-	20,000
Enhanced Capacity Fund	12,500	-	-	10,000	22,500
	<u>92,500</u>	<u>-</u>	<u>-</u>	<u>(10,000)</u>	<u>82,500</u>
General funds					
General Funds	127,273	269,121	(278,927)	12,346	129,813
	<u>219,773</u>	<u>269,121</u>	<u>(278,927)</u>	<u>2,346</u>	<u>212,313</u>
Restricted funds					
Alresford Outreach	2,674	-	-	-	2,674
Client Emergency Fund	580	-	-	-	580
Demead Outreach	2,482	-	-	-	2,482
Wickham Outreach	56	-	-	-	56
MacMillan	-	18,731	(18,731)	-	-
WCC Cost of Living	-	43,500	(43,500)	-	-
National Lottery Cost of Living	-	5,000	(5,000)	-	-
WCC Inc Max	-	30,000	(30,000)	-	-
WCC Money Advice	-	35,490	(35,490)	-	-
Home and Well	-	26,466	(26,466)	-	-
Reaching People Together	-	20,782	(20,782)	-	-
NHS	-	23,110	(23,110)	-	-
Capital Equipment	2,346	-	-	(2,346)	-

WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

15. Statement of funds (continued)

Statement of funds - prior year (continued)

	<i>Balance at 1 April 2022 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 31 March 2023 £</i>
	8,138	203,079	(203,079)	(2,346)	5,792
Total of funds	227,911	472,200	(482,006)	-	218,105

16. Summary of funds

Summary of funds - current year

	Balance at 1 April 2023 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2024 £
Designated funds	82,500	-	-	(2,500)	80,000
General funds	129,813	287,154	(273,486)	2,500	145,981
Restricted funds	5,792	236,808	(242,600)	-	-
	218,105	523,962	(516,086)	-	225,981

Summary of funds - prior year

	<i>Balance at 1 April 2022 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 31 March 2023 £</i>
Designated funds	92,500	-	-	(10,000)	82,500
General funds	127,273	269,121	(278,927)	12,346	129,813
Restricted funds	8,138	203,079	(203,079)	(2,346)	5,792
	227,911	472,200	(482,006)	-	218,105

WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

17. Analysis of net assets between funds

Analysis of net assets between funds - current period

	Unrestricted funds 2024 £	Total funds 2024 £
Current assets	280,751	280,751
Creditors due within one year	(54,770)	(54,770)
Total	<u>225,981</u>	<u>225,981</u>

Analysis of net assets between funds - prior period

	<i>Restricted funds 2023 £</i>	<i>Unrestricted funds 2023 £</i>	<i>Total funds 2023 £</i>
Current assets	5,792	272,701	278,493
Creditors due within one year	-	(60,388)	(60,388)
Total	<u>5,792</u>	<u>212,313</u>	<u>218,105</u>

18. Reconciliation of net movement in funds to net cash flow from operating activities

	2024 £	2023 £
Net income/expenditure for the period (as per Statement of Financial Activities)	<u>7,876</u>	<u>(9,806)</u>
Adjustments for:		
Decrease in debtors	670	2,495
Increase/(decrease) in creditors	(5,618)	17,617
Net cash provided by operating activities	<u>2,928</u>	<u>10,306</u>

WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

19. Analysis of cash and cash equivalents

	2024 £	2023 £
Notice deposits (less than 3 months)	254,738	251,810
Total cash and cash equivalents	254,738	251,810

20. Analysis of changes in net debt

	At 1 April 2023 £	Cash flows £	At 31 March 2024 £
Cash at bank and in hand	251,810	2,928	254,738
	251,810	2,928	254,738

21. Operating lease commitments

At 31 March 2024 the Company had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2024 £	2023 £
Not later than 1 year	20,877	-
Later than 1 year and not later than 5 years	3,333	-
	24,210	-

22. Related party transactions

The Company has not entered into any related party transaction during the year, nor are there any outstanding balances owing between related parties and the Company at 31 March 2024.

WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

23. Designated funds

The company moved to new premises in Wickham during the year and used the Premises Fund of £10,000 to pay for the relocation.

The Information Technology Fund was set up to ensure there was money available to fund necessary information technology improvements. The Trustees are satisfied there is still a need for this fund of £20,000.

The company runs a number of projects which are at risk of the funding being ended. In addition future Core funding is uncertain. In the event of a reduction in funding the company would be liable for redundancy payments. The Trustees therefore consider it prudent to maintain the Redundancy Provision Fund of £10,000 to cover this contingency.

Recruitment and retention of sufficiently experienced and expert staff is difficult in a small specialist Organisation and funding for Core services and specialist projects can be uncertain. With this in mind the Trustees have set up a Project Bridging Fund of £50,000 (this incorporates the existing Succession Planning Fund of £20,000). This can be drawn upon in future years to continue running services while seeking alternative funding sources.

During the year the Enhanced Capacity Fund of £22,500 was utilised as planned to meet the increased demand for support with cost-of-living issues.

The Trustees will keep these funds under regular review.

24. Restricted funds

Outreach - funds are received from local parish councils and other organisations to support the provision of outreach advice in district-wide locations.

Citizens Advice Hampshire in partnership with Macmillan Cancer Support - funding is allocated to the service to provide advice to those affected by cancer.

WCC Money Advice and WCC Inc Max - these are commissioned projects with funding from Winchester City Council to provide advice to referred tenants who are in, or at risk of, rent arrears.

Mental Health & Advice - working in an acute mental health unit, seeks to address underlying advice needs for residents, assisting them on their mental health recovery and return home.

Home & Well - funded via Citizens Advice Hampshire and seeks to support vulnerable people to live safely and independently in their homes, particularly those who are leaving hospital.

WCC Cost of Living – funding from Winchester city Council to increase capacity to meet the increased demand for support with cost-of-living issues.

Cost of Living - funding from national government, distributed by The National Lottery, to continue increased capacity to meet the ongoing demand for support with cost-of-living issues.



Oliver's Battery Parish Council Community Grants Application Form Amounts over £250

Please note that only one project per application is permitted. Completed applications are to be returned with the supporting information to the Clerk by email, either as a Word document or as a pdf document, to clerkoliversbattery@gmail.com, or by post to Oliver's Battery Parish Council, 252 Calmore Road, Calmore SO40 2RB.

YOUR GROUP

Name of group and contact details

Name of group: Citizens Advice Winchester District

Contact name: Olivia Thomlinson

Position in group: Development Officer

Address for correspondence: City Offices, Colebrook Street, Winchester SO239LJ

Tel No: 07790 204911

Email address: comms@cawinchesterdistrict.org.uk

General details of group

Please give brief description of your aims and objectives:

Citizens Advice Winchester District is a local, independent charity that aims to improve the lives of local people through advice, support, and campaigning. Our free, high-quality advice service is here for everyone, but it's often the most disadvantaged and those in the most vulnerable situations who need our support most.

How long has it been in existence? Since 1952

Is it a registered charity? YES If yes, what is the Registration No: 1144965

How many members do you have? We are not a membership organisation

Does your group exist SOLELY for the benefit of Oliver's Battery residents? No

If no, what percentage of members (if applicable) live in Oliver's Battery or benefit from your charity or organisation? In the twelve months to April 2025, our advisers supported 14 individuals from Oliver's Battery with 72 different advice issues

(an average of at least 5 issues per person).

If not, how many Oliver's Battery residents benefit on an annual basis from the activities of the group?

Activities/services/facilities of group

Please give a summary of activities/services/facilities during the last year (or if new confirm the activities you are planning to undertake) and how specifically Oliver's Battery residents benefit:

Over the past year, we've provided free, independent, and impartial advice to almost 6,000 people, helping them to overcome their problems and understand their rights regarding a range of different issues. This has included advice about benefits, employment, housing, debt, relationship disputes, and consumer issues. Our advisers have given advice to people by phone, email, and in person (at our offices in Winchester and Wickham, or one of our community outreach events).

The benefit of a free, impartial advice service in the local community is huge. Our advice has helped people avoid homelessness, access the right welfare support, manage debts, understand their rights, rectify an issue with an energy provider, and much more. We are here for people whoever they are, whatever problems they're facing.

Which sections of the community will benefit from this grant, (give age group if relevant):

Beneficiaries tend to be, but not exclusively: people on low incomes, people with a long-term health condition or disability, people from minority groups, people with young children, older people, and people with limited capabilities. Our advice often leads to positive outcomes such as improved financial stability, reduced stress, improved family and home environments, and better overall well-being.

YOUR APPLICATION

What is the purpose for which a grant is being applied?:

Please give details of what you would use any grant awarded for:

We're a volunteer-led advice service, which means most of our advice is delivered by a team of local, trained volunteers. We currently have 80 volunteers who represent 80% of our workforce and are worth an estimated £200,000 to our charity annually.

We take great pride in our nurturing work environment for both volunteers and staff, and many of our volunteers stay with us for several years. Our average length of volunteer service is seven years, though some of our volunteers have been with us for over twenty years!

Funding will be used to cover some of the costs of supporting our amazing volunteer teams, so they can deliver an efficient and effective advice service to those who need us most. Some of the activities that we'd specifically like to ask for funding for include:

Funding for quarterly volunteer team meetings

With 80 volunteers spread across two different locations (in Wickham and Winchester) and all

working different days of the week, we feel that it's really important to find a time to get all our volunteers together at least four times a year. These meetings aim to build a strong volunteer community, deliver whole-team training, share service developments and news, give our volunteers the chance to hear from external speakers such as representatives from the Job Centre and DWP, and celebrate our volunteer achievements.

Annual cost: £680 including hall hire, refreshments, and staff time

Funding for volunteer expenses

In return for the time and commitment that our volunteers give to our service, we offer to pay volunteers for their parking/travel to Winchester or Wickham (or to a team meeting) and also provide free refreshments, including tea, coffee, and biscuits. Volunteer expenses have tripled since the cost-of-living crisis, partly because travel costs have increased, but mainly because more of our volunteers are now claiming these expenses back who didn't before, as they too are having to cope with rising costs.

Annual cost: £11,000 including volunteer expenses and refreshments.

Volunteer supervision

With our volunteers seeing increasing numbers of people with complex or multiple issues, it's important that our volunteers have the right supervision and support to help them deal with the people they're advising. At every advice session, we make sure there is an experienced supervisor on hand who our volunteers can speak to if they have a challenging or complex case or simply want to double-check the advice on a particular issue. However, our staff costs have increased in recent years to keep up with inflation. **Annual increase in supervision costs: £3,024**

By providing our volunteer teams with the right support, we can offer the best advice to our service users, who will ultimately be the main beneficiaries of this funding. Our main service users tend to be, but not exclusively: people on low incomes, people with a long-term health condition or disability, people from minority groups, people with young children, older people, and people with limited capabilities.

What is the time scale within which the funds are to be spent? Up to March 2026

How much is being applied for? £ 325

Funding details of group

Please give details of funding you receive from other sources and details of any other fund-raising activities. Please note that the Council is not permitted to provide grants to any taxpayer-funded organisations eg schools, hospitals, emergency services:

Securing enough funding to provide our core service and develop it to meet the changing needs of our community is an ongoing challenge, and so we also regularly apply to other parish councils, local (and national) trusts, and community foundations, as well as fundraising locally for support.

Please give details of all previous grant payments from the Council:

- When December 2024
- Amount received £ 325

- For what purpose [Specialist Benefits Advice](#)

Declaration on behalf of group

I declare that the information given is correct and agree to adhere to the conditions laid out in the Council's Community Grants Policy. I am duly authorised by the group to make this application on its behalf and that I am over 18.

Signed *Olivia Thomlinson* Date 08 September 2025

Name Olivia Thomlinson

Position in group: Development Officer

Please note completion of this form does not mean that a grant application will be successful in whole or part

Supporting Information that must be provided

- A copy of the latest published annual accounts (or a copy of the business plan if your group has been in existence for less than a year). If your group does not prepare annual accounts, copies of the last six months bank statements must be provided
- Bank statements for the last three months
- A constitution or set of rules which govern your operation
- The most recent annual report (or treasurer's report to the annual general meeting)
- Details of other awards and applications in connection with the project/activity
- Details of other information that will support your application, eg a safeguarding children, young people and vulnerable adults policy, equality and diversity policy etc
- The Council reserves the right to request further information prior to a decision being made

Model Citizens Advice Bureau Articles of Association

From 1 October 2009

See also **Model governing documents – guidance**.

**The Companies Act 2006
Company Limited by Guarantee and not having a Share Capital
Articles of Association of:**

Winchester District Citizens Advice Bureau

Interpretation

1. The provisions of the schedule to these Articles shall apply with respect to the interpretation of and definitions of terms used in these Articles.

Objects

- 2.1 The Charity's objects are to promote any charitable purpose for the public benefit by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress in particular, but without limitation, for the benefit of the community in Winchester District and surrounding areas.

Powers

3. To promote its objects but not for any other purpose the Charity will have the following powers:
 - 3.1 To establish and provide and assist in the provision of Citizens Advice Bureau services and outlets supplying a free, independent, confidential and impartial service of advice, information and counsel for the public.
 - 3.2 To accept (or disclaim) gifts of money and any other property.
 - 3.3 Subject to the restriction in Article 3.4, to raise funds by way of subscription, donation or otherwise.

- 3.4 To trade in the course of carrying out the objects of the Charity (and in particular to enter into contracts to provide services to or on behalf of other bodies) and to carry on any other trade which is not expected to give rise to taxable profits.
- 3.5 To incorporate subsidiary companies to carry on any trade.
- 3.6 To acquire or hire any property of any kind and to maintain and equip it for use.
- 3.7 To let or dispose of any property of any kind but only (where applicable) in accordance with the restrictions imposed by the Charities Act 1993 (or any statutory re-enactment or modification of that Act).
- 3.8 To borrow money.
- 3.9 To give security over the property of the Charity but only (where applicable) in accordance with the restrictions imposed by the Charities Act 1993 (or any statutory re-enactment or modification of that Act).
- 3.10 Subject to Article 4, to employ paid or unpaid agents, staff and advisers and to make all reasonable provision for the payment of pensions and superannuation for staff and their dependants.
- 3.11 To recruit volunteer workers (who shall not be members of the Trustee Board).
- 3.12 To undertake and execute charitable trusts.
- 3.13 To make grants and loans and give credit and take security for such grants, loans or credit and guarantee or give security for the performance of contracts by any person.
- 3.14 To promote or carry out research.
- 3.15 To publish or distribute information.
- 3.16 Alone or with other organisations to seek to influence public opinion and make representations to and seek to influence governmental and other bodies regarding the development and implementation of appropriate policies provided that such activities shall be confined to those which are consistent with the Charity's charitable status.
- 3.17 To hold or assist in holding exhibitions, meetings, lectures and classes.
- 3.18 To establish, support, co-operate with and amalgamate with other charitable bodies.

- 3.19 To invest or deposit funds in any lawful manner whilst having regard to the suitability of investments and the need for diversification.
- 3.20 To insure the property of the Charity against any foreseeable risk and to take out other insurance policies to protect the Charity as the Trustee Board thinks fit.
- 3.21 To provide indemnity insurance to cover the liability of the Trustees or other officers of the Charity which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of trust or breach of duty of which they may be guilty in relation to the Charity: provided that any such insurance shall not extend to any claim arising from any act or omission which the Trustees or officers knew to be a breach of trust or breach of duty or which was committed by the Trustees or officers in reckless disregard to whether it was a breach of trust or breach of duty or not; provided also that any such insurance shall not extend to the costs of any unsuccessful defence to a criminal prosecution brought against the Trustees or other officers of the Charity.
- 3.22 To do all such other lawful things which promote or help to promote the objects.

Benefits to members and Trustees

- 4.1 Subject to the provisions of Articles 4.2 and 4.3, the income and property of the Charity shall be applied solely towards the promotion of its objects set out in these Articles. No part shall be paid or transferred directly or indirectly to members of the Charity for any services given to the Charity with the exception of reasonable travelling and other out of pocket expenses properly incurred in carrying out the duties of any member or officer of the Charity.
- 4.2 No member of the Trustee Board and no connected person shall acquire any interest in property belonging to the Charity (otherwise than as a Trustee for the Charity) or receive remuneration or be interested in any way (otherwise than as a member of the Trustee Board) in any contract entered into by the Charity provided this does not exclude:
- 4.2.1 the payment of reasonable out of pocket expenses incurred on behalf of the Charity;
- 4.2.2 the payment of fees or the giving of other benefits to any company of which a Trustee is also a member holding not more than 1/100th part of the capital;

- 4.2.3 interest at a reasonable rate on money lent to the Charity;
- 4.2.4 a reasonable rent or hiring fee for property or equipment let or hired to the Charity; and
- 4.2.5 reasonable and proper premiums in respect of indemnity insurance effected in accordance with Article 3.21;
- 4.2.6 payments made pursuant to any indemnity given to Trustees under these Articles; and
- 4.2.7 reasonable and proper remuneration to any connected person (as defined in Article 4.3) for any services (and goods connected with those services) supplied to the Charity (excluding the service of acting as Trustee and services performed under a contract of employment with the Charity) provided that:
 - (a) the procedure described in these Articles concerning Conflicts of Interest must be followed by the relevant Trustee in relation to any decisions regarding such connected person; and
 - (b) this provision may not apply to more than half of the Trustees in any financial year (and for these purposes such provisions shall be treated as applying to a Trustee if they apply to a person who is a connected person in relation to that Trustee).
- 4.3 For the purpose of this Article 4, "Trustee" includes any connected person and "connected person" means the spouse, civil partner, child, step-child, parent, grandparent, grandchild, brother, sister or other person in a relationship with a Trustee which may reasonably be regarded as equivalent to such a relationship or any company or business controlled or managed by a Trustee and includes a trustee of any trust the beneficiaries of which include a connected person.

Limited liability

- 5.1 The liability of the members is limited.
- 5.2 Every member of the Charity undertakes to contribute such amount as may be required, not exceeding £1, to the Charity's assets if it should be wound up while they are a member or within one year after they cease to be a member:-
 - 5.2.1 for the payment of the Charity's debts and liabilities contracted before they ceased to be a member;
 - 5.2.2 for the costs, charges and expenses of winding up; and

5.2.3 for the adjustment among themselves of the rights of persons who have contributed to the Charity's assets.

Membership

6. In addition to the subscribers to the Memorandum the Charity may admit into membership:
 - 6.1 individuals (over the age of 18 years) who are interested in furthering the work of the Charity and who are not paid or volunteer workers of the Charity; and
 - 6.2 Any body corporate or unincorporated association which is interested in furthering the Charity's work and is admitted to membership by the Trustees (any such body being called in these Articles a "member organisation").
7. The Trustee Board may establish criteria for membership and make regulations governing the admission of members.
8. Each member organisation shall appoint an individual to represent it and to vote on its behalf at meetings of the Charity; and may appoint someone else (an alternate) to attend any meeting of the Charity if the appointed representative is unable to attend.
9. Each member organisation shall notify the Charity of the name of the representative appointed by it and of any alternate. If the representative or alternate resigns or otherwise leaves the member organisation, he or she shall immediately cease to be the representative of the member organisation. The member organisation may replace the representative appointed by it.
10. The Trustee Board can vote, with good reason, to end the membership of any individual or member organisation. The individual or member organisation can appeal against this, by making representations to the Trustee Board (and may be accompanied by one other person for this purpose) before a final decision is made.
11. The Charity shall maintain a register of members recording the name and address of every member and the representative of every member organisation and the dates on which they became and ceased to be a member or representative.
12. Membership cannot be transferred to anyone else and ceases automatically if the member:
 - 12.1 dies (if an individual) or ceases to exist (if an organisation); or

- 12.2 fails to attend two successive annual general meetings in person, by its appointed representative (if a member organisation) or by proxy without notifying to the Charity his or her intention to remain a member.
13. No person or organisation may be admitted as a member of the Charity unless their application for membership has been approved by the Trustee Board.

General meetings

Annual general meeting

14. The Charity shall hold an annual general meeting within 18 months of incorporation and afterwards once in each calendar year. Not more than 15 months shall pass between the date of one annual general meeting and the next. It shall be held at such time and place as the Trustees decide.

Other general meetings

15. The Trustees may call a general meeting at any time. The Trustees shall call a general meeting on receiving a requisition to that effect, signed by at least 10% of the members having the right to attend and vote at general meetings. If the Trustees do not call a general meeting having received such a requisition, the requisitionists may call a general meeting in accordance with the Companies Acts.

Length of notice

16. Unless Article 17 applies, general meetings shall be called by at least 14 clear days' written notice.
17. A general meeting may be called by shorter notice if it is so agreed by at least 90% of the members entitled to attend and vote at that meeting.

Contents of notice

18. Every notice calling a general meeting shall specify the place, day and time of the meeting, the address of the Office and the general nature of the business to be transacted. In the case of an annual general meeting, the notice shall in addition specify the meeting as such. If a special resolution is to be proposed, the notice shall contain a statement to that effect. The notice shall inform members of their right to appoint proxies, be accompanied by suitable proxy forms, and state where and by when such forms must be delivered.

Service of notice

19. Notice of general meetings shall be given to every member and to the Trustees, Citizens Advice, any President, and to the auditors of the Charity.

Public notice

20. At least seven clear days' public notice of every annual general meeting shall be given by announcing it in a local newspaper and by placing a clearly visible notice in each bureau or other place of work operated by the Charity and/or in a prominent place in the local area.
21. Anyone over the age of 18 who is interested in furthering the work of the Charity, may attend and (with the consent of the Chair) speak at the annual general meeting but only members of the Charity shall be entitled to vote.

Proceedings at general meetings (including annual general meetings)

22. No business shall be transacted at any general meeting unless a quorum is present. Ten persons entitled to vote upon the business to be transacted, each being a member or a duly authorised representative of a member organisation or a proxy thereof or ten percent of the total membership, whichever is the greater, shall be a quorum.
23. If such a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall stand adjourned to the same day in the next week at the same time and place or to such time and place as the Trustees may decide and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting the members present in person or by proxy shall be a quorum.
24. A representative from Citizens Advice shall be invited to attend general meetings of the Charity and shall have the right to speak but not to vote at such meetings.
25. The President or the Chair of the Trustee Board in that order shall be the chair of each general meeting. In his or her absence, the Vice Chair of the Trustee Board (if any) shall take the chair, and if none is in attendance the persons present, before any other business is transacted, shall appoint a chair of the meeting.
26. The chair of the meeting may, with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting),

adjourn the meeting from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than business which might properly have been transacted at the meeting had the adjournment not taken place. When a meeting is adjourned for fourteen days or more, at least seven clear days' notice shall be given specifying the time and place of the adjourned meeting and the general nature of the business to be transacted. Otherwise it shall not be necessary to give any such notice.

27. A resolution put to the vote of a meeting shall be decided on a show of hands unless before or on the declaration of the result of the show of hands a poll is duly demanded. Subject to the provisions of the Companies Acts, a poll may be demanded: -
 - 27.1 by the chair of the meeting;
 - 27.2 by at least two members or their proxies having the right to vote at the meeting; or
 - 27.3 by any member or members (or their proxies) representing at least 10% of the total voting rights of all the members entitled to vote on the resolution.
28. Unless a poll is duly demanded a declaration by the chair of the meeting that a resolution has been carried or carried unanimously, or by a particular majority, or lost, or not carried by a particular majority and an entry to that effect in the minutes of the meeting shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.
29. The demand for a poll may, before the poll is taken, be withdrawn but only with the consent of the chair of the meeting and a demand so withdrawn shall not be taken to have invalidated the result of a show of hands declared before the demand was made.
30. A poll shall be taken as the chair of the meeting directs and he or she may appoint scrutineers (who need not be members) and fix a time and place for declaring the result of the poll. The result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.
31. A poll demanded on the election of the chair of the meeting or on a question of adjournment shall be taken forthwith. A poll demanded on any other question shall be taken either forthwith or at such time and place as the chair of the meeting directs not being more than thirty days after the poll is demanded. The demand for a poll shall not prevent the continuance of a meeting for the transaction of any business other than the question on which the poll was demanded.

If a poll is demanded before the declaration of the result of a show of hands and the demand is duly withdrawn, the meeting shall continue as if the demand had not been made.

32. No notice need be given of a poll not taken forthwith if the time and place at which it is to be taken are announced at the meeting at which it is demanded. In any other case, at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken.
33. The proceedings at any meeting or on the taking of any poll shall not be invalidated by reason of any accidental informality or irregularity (including any accidental omission to give or any non-receipt of notice) or any want of qualification in any of the persons present or voting.

Votes of members

34. On a show of hands every person present and entitled to vote shall have one vote. On a poll every member present in person or by proxy shall have one vote (so a proxy shall have one vote for each member he or she is representing).²
35. No member may vote on any matter in which he or she is personally interested, pecuniarily or otherwise, or debate on such a matter without in either case the permission of the majority of the members present in person at the meeting, such permission to be given or withheld without discussion.
36. No objection shall be raised to the qualification of any voter except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting shall be valid. Any objection made in due time shall be referred to the chair of the meeting whose decision shall be final and binding.
37. A vote given or poll demanded by the duly authorised representative of a member organisation shall be valid notwithstanding the previous termination of the authority of the person voting or demanding a poll unless notice of the termination was received by the Charity before the commencement of the

² If the charity was incorporated before 1st October 2007 and immediately before that date had a power for the chair to exercise a second or casting vote, then the following article may be inserted immediately after Article 34 and subsequent articles renumbered accordingly:

"35. In the case of an equality of votes, whether on a show of hands or on a poll, the chair of the meeting shall be entitled to a casting vote in addition to any other vote he or she may have."

meeting or adjourned meeting at which the vote is given or the poll demanded or (in the case of a poll taken otherwise than on the same day as the meeting or adjourned meeting) the time appointed for taking the poll.

Proxies

38. A proxy shall be in the following form (or in form as near thereto as circumstances allow or in any other form which is usual or which the Board may approve): -

".....Citizens Advice Bureau

Name of member appointing the proxy:.....

Address:.....

I/We hereby appoint [*name of proxy*] of [*address of proxy*] as my/our proxy to vote in my/our name and on my/our behalf at the meeting of the Charity to be held on [*date*], and at any adjournment of the meeting.

This form is to be used in respect of the resolutions mentioned below as follows:

Resolution 1:	*for	*against	*abstain	*as the proxy thinks fit
Resolution 2:	*for	*against	*abstain	*as the proxy thinks fit
All other resolutions properly put to the meeting:	*for	*against	*abstain	*as the proxy thinks fit

*Strike out whichever is not desired. If no indication is given, the proxy may vote as he or she thinks fit.

Signed:

Dated:"

39. Proxy appointment forms must be delivered to the Charity in accordance with the provisions of these Articles concerned with delivery of communications to the Charity and shall be so delivered:

- 39.1 at least 48 hours before the time for holding the meeting or adjourned meeting at which the person named in the form proposes to vote;
- 39.2 in the case of a poll taken more than 48 hours after it is demanded: at least 24 hours before the time appointed for the taking of the poll; or
- 39.3 in the case of a poll not taken at the meeting but taken within 48 hours after it is demanded: at the meeting at which the poll is demanded, by delivering the form to the chair of the meeting or to the Secretary or to any Trustee;
- and an instrument of proxy which is not so delivered shall be invalid.
40. A vote given or poll demanded by proxy or by the duly authorised representative of a member organisation shall be valid notwithstanding the previous termination of the authority of the person voting or demanding a poll unless notice of the termination was received by the Charity before the commencement of the meeting or adjourned meeting at which the vote is given or the poll demanded or (in the case of a poll taken otherwise than on the same day as the meeting or adjourned meeting) the time appointed for taking the poll.

Trustee Board

Appointment, removal and disqualification of Trustees

41. The first Trustees shall be those persons notified to the Registrar of Companies as the first directors of the Charity.
42. The maximum number of Trustees shall be fifteen and the minimum shall be three, being either:
- 42.1 elected at the annual general meeting (there being no more than ten such elected trustees in total), and who shall hold office from the conclusion of that meeting
- or:-**
- 42.2 co-opted by the Trustee Board
- provided that on appointment the total number of co-opted Trustees does not exceed one third of the total number of Trustees.

43. Each appointment of a co-opted Trustee shall be made at a meeting of the Trustee Board and shall take effect immediately unless the appointment is to fill a place which has not yet been vacated in which case the appointment shall run from the date when the post becomes vacant.
44. Other than at the first three annual general meetings following incorporation, all elected Trustees shall retire from office at the third annual general meeting following the annual general meeting at which they were elected but may be re-elected.
45. All co-opted Trustees shall retire from office at the third annual general meeting following the meeting of the Trustee Board at which they were appointed but may then be elected or re-appointed.
46. At each of the first three annual general meetings following incorporation one third of the first Trustees shall retire in rotation but may be re-elected.
47. No person shall be elected or re-elected as a Trustee at any general meeting unless, at least fourteen but not more than thirty-five clear days before the date appointed for the meeting, notice from a member qualified to vote at the meeting has been given to the Charity of the intention to propose that person for election or re-election stating the particulars which would, if he or she were so elected or re-elected, be required to be included in the Charity's Register of Trustees, together with notice signifying that person's willingness to be elected or re-elected.
48. At least seven but not more than twenty-eight clear days before the date appointed for holding a general meeting notice shall be given to all who are entitled to receive notice of the meeting of any person in respect of whom notice has been duly given to the Charity of the intention to propose him or her at the meeting for election or re-election as a Trustee. The notice shall give the particulars of that person which would, if he or she were so elected or re-elected, be required to be included in the Charity's Register of Trustees.
49. The Trustee Board may make regulations concerning the election of Trustees such that it shall not be necessary to vote separately on the election of each Trustee but instead the Trustees may be elected by ballot.
50. Subject to the above Articles, a Trustee who retires at an annual general meeting may, if willing to act, be re-elected. If he or she is not re-elected, he or she shall retain office until the meeting elects

someone in his or her place, or if it does not do so, until the end of the meeting.

51. No person may be appointed as a Trustee:
 - 51.1 under the age of 18 years; or
 - 51.2 if he or she is a paid or volunteer worker at any bureau operated by the Charity;
 - 51.3. unless he or she is a member (or duly appointed representative of a member organisation) of the Charity; or
 - 51.4 in circumstances such that, had he or she already been a Trustee, he or she would have been disqualified from acting under the provisions of these Articles.
52. The Trustees may appoint a person who is willing to act as a co-opted Trustee, provided that the appointment does not cause the number of Trustees to exceed any number fixed by or in accordance with the Articles as the maximum number of Trustees.
53. The remaining members of the Trustee Board may appoint a person willing to act to fill a casual vacancy in the office of an elected member of the Trustee Board until the next annual general meeting. A casual vacancy in the office of a representative member may be filled by the organisation that s/he represented (provided that such person is acceptable to the Trustee Board).
54. The office of a Trustee shall be vacated if he or she:
 - 54.1 is disqualified from acting as a member of the Trustee Board by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision);
 - 54.2 becomes incapable by reason of mental disorder, illness or injury of managing and carrying out her/his own affairs;
 - 54.3 is absent without the permission of the Trustee Board from three consecutive meetings and the Trustee Board resolves that her/his office be vacated;
 - 54.4 notifies to the Trustee Board a wish to resign by giving at least one month's notice in writing to the Charity stating the date on which the resignation is to take effect (but only if at least three members of the Trustee Board will remain in office when the notice of resignation is to take effect);

- 54.5 ceases to be a member or duly appointed representative of a member organisation of the Charity; or if
- 54.6 at a meeting of the Trustees at which at least half of the trustees are present, a resolution is passed that he or she be removed from office. Such a resolution shall not be passed unless the Trustee has been given at least 14 clear days' notice that the resolution is to be proposed, specifying the circumstances alleged to justify removal from office, and has been afforded a reasonable opportunity of being heard by or of making written representations to the Trustees.

Powers of Trustees

55. Subject to the provisions of the Companies Acts and the Articles, the business of the Charity shall be managed by the Trustees who may exercise all the powers of the Charity. No alteration of the Articles shall invalidate any prior act of the Trustees which would have been valid if that alteration had not been made. The powers given by this Article shall not be limited by any special power given to the Trustees by the Articles and a meeting of Trustees at which a quorum is present may exercise all powers exercisable by the Trustees.

Regulations

56. The Trustees may make, repeal or alter regulations as to the management of the Charity and its affairs, as to the duties of any officers or employees of the Charity, as to the conduct of business by the Trustees or any committee or at any general meeting and as to any of the matters within the powers or under the control of the Trustees provided that such regulations shall not be inconsistent with the Articles.

Delegation of Trustees' Powers

57. The Trustees may appoint any person to be the agent of the Charity for such purposes and on such conditions as they determine.
58. The Trustees may delegate any of their functions and duties to any committee of individuals comprising at least two Trustees or the implementation of any of their resolutions and day-to-day management of the affairs of the Charity to any person or committee in accordance with the conditions set out in the Articles.

Delegations to committees

59. In the case of delegation of functions and duties to committees:

- 59.1 the resolution making that delegation shall specify those who shall serve or be asked to serve on any committee (although the resolution may allow the committee to make co-options up to a specified number);
- 59.2 the deliberations of any such committee shall be reported regularly to the Trustees and any resolution passed or decision taken by any such committee shall be reported forthwith to the Trustees;
- 59.3 all delegations under this Article shall be revocable at any time;
- 59.4 the Trustees may make such regulations and impose such terms and conditions and give such mandates to any such committee as they may from time to time think fit; and
- 59.5 no committee shall incur expenditure on behalf of the Charity except in accordance with a budget which has been approved by the Trustees.
60. The meetings and proceedings of any committee shall be governed by the provisions of the Articles regulating the meetings and proceedings of the Trustees so far as the same are applicable and are not superseded by any regulations made by the Trustees.

Delegations of management powers

61. In the case of delegation of the day-to-day management of the Charity to a chief executive or other manager or managers:
- 61.1 the delegated power shall be to manage the Charity by implementing the policy and strategy adopted and within a budget approved by the Trustees and if applicable to advise the Trustees in relation to such policy, strategy and budget;
- 61.2 the Trustees shall provide the manager with a description of his or her role and the extent of his or her authority; and
- 61.3 the manager shall report regularly to the Trustees on the activities undertaken and (where those activities involve managing the Charity generally) provide them regularly with management accounts sufficient to explain the financial position of the Charity.

Expenses of Trustees

62. The Trustees may be paid all reasonable travelling, hotel, and other expenses properly incurred by them in connection with their attendance at meetings of Trustees or committees of Trustees or general meetings of the Charity or otherwise in connection with the discharge of their duties.

Officers

63. The Trustee Board shall elect from its number a Chair (if none has been appointed by the members of the Charity) and a Treasurer and may elect one of its number to be Vice Chair. The Trustees may remove from that office any person appointed to an office under this Article. If the Chair is absent from any meeting, the Vice Chair (if any) shall preside. Otherwise the members present shall, before any other business is done, choose one of their number to preside at the meeting.
64. A person shall not hold office as Chair, Vice Chair or Treasurer for more than six consecutive years. After the end of this period, two further years must pass before any former Chair, Vice Chair or Treasurer shall be eligible for re-election to any of those offices.
65. The Trustee Board may appoint and remove a President and any other patrons and honorary officers. All such positions shall be non-voting and unpaid and such persons shall not be Trustees.
66. The Trustee Board may appoint such other paid officers or staff as it considers necessary. The Trustee Board shall appoint and fix the remuneration of such staff as may be necessary to conduct the business of the Charity. Except for the Secretary (who may be a Trustee) such persons shall not be Trustees and will have no right to vote at meetings.

Proceedings of Trustees

67. Subject to the provisions of the Articles, the Trustees may regulate their proceedings as they think fit.
68. A representative from Citizens Advice shall be invited to attend all meetings of the Trustee Board and its sub-committees. Such representative shall have the right to speak but shall not have the right to vote at meetings.
69. The Charity's senior bureau manager shall be entitled to attend all meetings of the Trustee Board and shall have the right to speak but shall not have the right to vote. The Trustee Board may require any such person to withdraw from the meeting.
70. A representative from among the Charity's paid staff and a representative from among the Charity's volunteer workers shall be entitled to attend all meetings of the Trustee Board, and shall have the right to speak but shall not have the right to vote. The Trustee Board may require any such person to withdraw from the meeting.
71. The Trustee Board shall hold at least four meetings in each year. A

meeting of the Trustee Board may be called at any time by the Chair or by any three Trustees upon at least seven clear days' notice being given to the other Trustees and to Citizens Advice. A meeting of the Trustee Board may be called by shorter notice if the circumstances require a meeting to be convened urgently. The notice shall specify the date, time and place of the meeting and any special matters to be discussed.

72. The quorum for Trustee Board meetings shall be at least one third of the members of the Trustee Board, or three members of the Trustee Board, whichever number is greater.
73. Questions arising at a meeting shall be decided by a majority of votes. In the case of an equality of votes, the chair of the meeting shall have a second or casting vote.
74. The continuing Trustees or a sole continuing Trustee may act despite any vacancies in their number but, if there are fewer than three Trustees, they may act for the purpose of increasing the number of Trustees to that number or of summoning a general meeting of the Charity but for no other purpose.
75. All acts done by a meeting of Trustees, or of a committee of Trustees, or by a person acting as a Trustee shall, even if afterwards discovered that there was a defect in the appointment of any Trustee or that any of them were disqualified from holding office, or had vacated office, or were not entitled to vote, be as valid as if every such person had been duly appointed and was qualified and had continued to be a Trustee and had been entitled to vote.
76. A resolution in writing signed by at least seventy five percent of the Trustees or committee members entitled to vote on the matter shall be as valid and effectual as if it had been passed at a meeting of Trustees or (as the case may be) a committee of Trustees duly convened and held and may consist of several documents in the like form each signed by one or more Trustees or (as the case may be) committee members. The date of a written resolution shall be the date on which the last person entitled to vote signs.
77. A resolution which is approved by email in accordance with this Article shall be as valid and effectual as if it had been passed at a Trustees' meeting duly convened and held, provided the following conditions are complied with:
 - 77.1 such a resolution must be approved by email by at least seventy-five percent of the Trustees entitled to vote on the matter;

- 77.2 approval must be received by such person as the Trustees shall have nominated in advance for that purpose ("the Recipient"), which person may, for the avoidance of doubt, be one of the Trustees;
- 77.3 approval from a Trustee must be sent from an email address previously notified in writing (not using electronic means) by that Trustee to the Charity as intended for use by that Trustee for the purpose;
- 77.4 following receipt of sufficient responses on any resolution, the Recipient shall circulate a further email to all of the Trustees confirming whether the resolution has been formally approved by the Trustees in accordance with this Article;
- 77.5. the date of a resolution shall be the date of the email from the Recipient confirming formal approval.
78. A meeting of the Trustees may be held either in person or by suitable alternative means agreed between the Trustees in which all participants may communicate simultaneously with all other participants.

Conflicts of Interest

79. Whenever a Trustee finds himself or herself in a situation that is reasonably likely to give rise to a Conflict of Interest, he or she must declare his or her interest to the Trustees unless, or except to the extent that, the other Trustees are or ought reasonably to be aware of it already.
80. Whenever a matter is to be discussed at a meeting or decided in accordance with Articles 76 or 77 and a Trustee has a Conflict of Interest in respect of that matter then, subject to Article 82, he or she must:
- 80.1 remain only for such part of the meeting as in the view of the other Trustees is necessary to inform the debate;
- 80.2 not be counted in the quorum for that part of the meeting; and
- 80.3 withdraw during the vote and have no vote on the matter.
81. If any question arises as to whether a Trustee has a Conflict of Interest, the question shall be decided by a majority decision of the other Trustees.

Trustees' power to authorise a Conflict of Interest

82. The Trustees may (subject to such terms as they may impose from

time to time, and subject always to their right to vary or terminate such authorisation) authorise, to the fullest extent permitted by law:

- 82.1 any matter which would otherwise result in a Trustee infringing his or her duty to avoid a situation in which he or she has a Conflict of Interest; and
- 82.2 the manner in which a Conflict of Interest arising out of any Trustee's office, employment or position may be dealt with. For the avoidance of doubt, Trustees may decide that the Trustee with a Conflict of Interest may participate in the meeting, count in the quorum and vote on the matter provided that when deciding to give such authorisation the provisions of Article 80 shall be complied with;

provided that nothing in this Article 82 shall have the effect of allowing the Trustees to authorise a benefit that is not permitted in accordance with Article 4.

83. If a matter, or office, employment or position, has been authorised by the Trustees in accordance with Article 82 then the Trustee may absent himself or herself from meetings of the Trustees at which anything relating to that matter, or that office, employment or position, will or may be discussed.
84. A Trustee shall not be accountable to the Charity for any benefit which he or she derives from any matter, or from any office, employment or position, which has been authorised by the Trustees in accordance with Article 82 (subject to any limits or conditions to which such approval was subject).
85. When a Trustee has a Conflict of Interest which he or she has declared to the Trustees, he or she shall not be in breach of his or her duties to the Charity by withholding confidential information from the Charity if to disclose it would result in a breach of any other duty or obligation of confidence owed by him or her.

Citizens Advice

86. The Charity shall be a member of Citizens Advice and must conform to its membership requirements and to its aims, principles and policies.
87. The Charity and its Trustees shall operate within an equal opportunities framework to achieve its objects and when exercising their powers.

Bank accounts

88. The funds of the Charity, including all donations, contributions and bequests shall be paid into an account operated by the Trustee Board in the name of the Charity at such bank as the Trustee Board shall from time to time decide.

Secretary

89. Any Secretary appointed by the Trustees may be appointed for such term at such remuneration and upon such conditions as they may think fit and may be removed by them.

Minutes

90. The Trustees shall ensure minutes are made in books kept for the purpose or electronically (and may appoint a minutes secretary for this purpose): -

90.1 of all appointments of officers made by the Trustees; and

90.2 of all proceedings at meetings of the Charity and of the Trustees, and of committees of Trustees, including the names of the Trustees present at each such meeting;

and any such minute, if purported to be signed by the chair of the meeting at which the proceedings were held, or by the chair of the next succeeding meeting, shall be sufficient evidence of the proceedings.

Accounts and reports

91. The members may in general meeting impose reasonable restrictions as to the time at which and the manner in which the statutory books and accounting records of the Charity may be inspected by the members; but subject thereto the statutory books and accounting records shall be open to inspection by the members during usual business hours.

Annual Return

92. The Trustee Board shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual return which must be sent to the Charity Commission.

Annual Report

93. The Trustee Board shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of

that Act) with regard to the preparation of an annual report which must be sent to the Charity Commission.

Accounts

94. The Trustee Board shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to:
- 94.1 the keeping of accounting records for the Charity;
 - 94.2 the preparation of annual statements of account for the Charity;
 - 94.3 the auditing or independent examination of the statements of account of the Charity;
 - 94.4 the transmission of the statements of account of the Charity to the Charity Commission.

Communications by and to the Charity

95. The following provisions shall apply to communications by and to the Charity:
- 95.1 a document or information (including any notice) to be given, sent or supplied by or to any person pursuant to the Articles may be given, sent or supplied in hard copy form, in electronic form or (in the case of communications by the Charity) by making it available on a website;
 - 95.2 a document or information (including any notice) may only be given, sent or supplied in electronic form where the recipient has agreed (generally or specifically) that the document or information may be sent in that form and has not revoked that agreement; and
 - 95.3 a document or information (including any notice) may only be given, sent or supplied by being made available on a website if the recipient has agreed (generally or specifically) that the document or information may be sent or supplied in that manner, or if the recipient is deemed to have agreed in accordance with the Companies Acts.
96. Without prejudice to the provisions of the Companies Acts, any document or information (including any notice) sent to a member pursuant to the Articles may (as appropriate) be sent to the address as shown in the Charity's register of members (or in the case of documents or information sent by electronic means) to an address specified for the purpose by the member.
97. Any document to be served on the Charity or by any member on

any officer of the Charity under the Articles may only be served:

97.1 in the case of documents in hard copy form, by sending or delivering them to the Office or delivering them personally to the officer in question; and

97.2 in the case of documents in electronic form, by sending them by electronic means:

97.2.1 to an address notified to the members for that purpose; and

97.2.2 from an address previously notified to the Charity by the member (other than by electronic means) for the purpose of sending and receiving documents and information.

98. A member present in person or by proxy at any meeting of the Charity shall be deemed to have received notice of the meeting and, where requisite, of the purpose for which it was called.

99. In relation to documents or information sent or supplied in accordance with the Articles:

99.1 where the document or information is sent or supplied by post, service or delivery shall be deemed to be effected at the expiration of 48 hours after the envelope containing it was posted. In proving such service or delivery it shall be sufficient to prove that such cover was properly addressed and posted;

99.2 where the document or information is sent or supplied by electronic means to an address specified for the purpose by the intended recipient, service or delivery shall be deemed to be effected on the same day on which it is sent or supplied. In proving such service it will be sufficient to prove that it was properly addressed;

99.3 where the document or information is sent or supplied by means of a website, service or delivery shall be deemed to be effected when: -

(a) the material is first made available on the website; or

(b) (if later) when the recipient received or is deemed to have received notification of the fact that the material was available on the website.

100. Without prejudice to Article 99, if any document or information has been sent or supplied by electronic means and the sender becomes aware of a failure in delivery (and subsequent attempts to send or supply such documents or information by electronic means also

result in failure in delivery) the sender shall either:

100.1 send or supply a hard copy of such document to the intended recipient; or

100.2 (where applicable) give notice to such recipient in hard copy form of the availability of the documents or information on a website in accordance with the Companies Acts.

Indemnity

101. To the extent permitted by the Companies Acts:

101.1 without prejudice to any indemnity to which a Trustee may otherwise be entitled, every Trustee of the Charity shall be indemnified out of the assets of the Charity in relation to any liability incurred by him or her in that capacity; and

101.2 every other officer of the Charity may be indemnified out of the assets of the Charity in relation to any liability incurred by him or her in that capacity.

Trustees' indemnity insurance

102. The Trustees shall have power to resolve pursuant to Article 3.21 to effect trustees' indemnity insurance, despite their interest in such policy.

Amendment

103. The Articles may be amended in accordance with the Companies Acts and the Charities Act 1993 (or any statutory re-enactment or modification of those Acts) provided that no amendment shall be made which is inconsistent with the written policies of Citizens Advice.

Dissolution

104. If any property remains after the Charity has been wound up or dissolved and all debts and liabilities have been satisfied, it shall not be paid to or distributed among the members of the Charity. It shall instead be given or transferred to some other institution or institutions established for exclusively charitable purposes having similar objects to those of the Charity. The institution or institutions which are to benefit may be chosen by the members of the Charity or, subject to any such resolution of the members, by resolution of the Trustees at or before the time of winding up or dissolution. A copy of the statement of accounts, or account and statement for the

final accounting period of the Charity must be sent to the Charity Commission.

Exclusion of model articles

105. The relevant model articles for a company limited by guarantee are hereby excluded.

SCHEDULE

Interpretation

Term	Meaning
"address"	includes a number or address used for the purposes of sending or receiving documents and information by electronic means
"Articles"	these Articles of Association of the Charity
"Citizens Advice"	National Association of Citizens Advice Bureaux (company no. 1436945 and registered charity no. 279057)
"clear days"	in relation to the period of a notice, that period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect and for the avoidance of doubt clear days include weekends and public holidays
"Charity"	Winchester District Citizens Advice Bureau
"Companies Acts"	has the meaning given to it in section 2 of the Companies Act 2006

“Conflict of Interest”	any direct or indirect interest of a Trustee (whether personal, by virtue of a duty of loyalty to another organisation or otherwise) that conflicts, or might conflict with the interests of the Charity
“electronic form” and “electronic means”	have the meanings respectively ascribed to them in the Companies Act 2006
“hard copy” and “hard copy form”	have the meanings respectively ascribed to them in the Companies Act 2006
“Memorandum”	the Memorandum of Association of the Charity
“Office”	the registered office of the Charity
“Secretary”	any company secretary of the Charity including any joint or assistant company secretary
“Trustee and Trustees”	the director and directors as defined in the Companies Acts

Unless the context otherwise requires, words or expressions contained in the Articles bear the same meaning as in the Companies Acts, but excluding any statutory modification not in force when the Articles became binding on the Charity.



**CERTIFICATE OF INCORPORATION
OF A
PRIVATE LIMITED COMPANY**

Company Number. 7799341

The Registrar of Companies for England and Wales, hereby certifies that

WINCHESTER DISTRICT ~~CAB~~ CITIZENS ADVICE BUREAU

is this day incorporated under the Companies Act 2006 as a private company, that the company is limited by guarantee, and the situation of its registered office is in England and Wales.

Given at Companies House, Cardiff, on 6th October 2011.



THE OFFICIAL SEAL OF THE
REGISTRAR OF COMPANIES



Companies House

— for the record —

The above information was communicated by electronic means and authenticated by the
Registrar of Companies under section 1115 of the Companies Act 2006



Briefing Comments on Planning Applications
Prepared for Oliver's Battery Parish Council Meeting 3 March 2026

New Applications notified since the January 2026 PC Meeting

There have been no new applications

Update of applications previously reviewed by the Parish Council

25/02346/HOU – 6 Mount View Road - Approved

Dormer windows over rear extension.

Case Officer: Melita Jeffries; Applicant: Mr and Mrs Damant; Expiry Date: 19 December 2025.

There had been no public comments and the Parish Council did not wish to comment.

5/02494/HOU – 3 Lake Drive, Oliver's Battery – Approved

REPLACEMENT OF EXISTING PERISHED / ROTTEN DECKING . REPLACEMENT OF ROTTEN SLEEPER RETAINING WALL WITH TWO LEVELS OF RAISED PLANTED BEDS. STEPS LEADING TO A NEW LOWER PATIO. LOWER PATIO TO INCLUDE AN OUTDOOR KITCHEN POSITIONED WITHIN A PERGOLA AND TO INCLUDE A SPA / SPASH POOL. STEPS LEADING TO A LAWNED AREA AND FURTHER PLANTED BEDS. PLEACHED EVERGREEN TREES TO BOUNDARY WALL TO PROVIDE PRIVACY TO NEIGHBOURS.

Case Officer: Rob Callow; Applicant: Mrs Angela Martin; Expiry Date: 6 January 2026

No public comments to date. The Parish Council did not wish to comment.

25/02247/LDP 5 Downlands Road Olivers Battery - Approved

We would like to build (under permitted development) a garden room in our rear garden.

No new access is required and no other changes to any part of the property will be needed

Case officer: Rob Callow; Applicant: Mr Alan Sawford; No expiry date but Internal Target date is 26 January 2026.

The Garden room will replace a wooden playhouse as stated above.

There were no public comments and the PC did not wish to comment.

5 Old Kennels Close Decision Awaited

25/02023/HOU – Front extension over existing dwelling . Side extension. Raised verandah over garage and external staircase.

With hot tub, ice bath etc.

OBPC discussed this and submitted their comments as agreed at the November PC meeting.

South Winchester Golf Course

Bloor Homes have publicised their plans via leaflet/consultation on building up to 1200 homes on the golf course, with a very short consultation period and a survey slanted as if this was going ahead. The information was received by some but certainly not all Oliver's Battery residents. The plans/leaflet lack adequate detail to allow a considered or objective response.

The Parish Council has issued its comments direct to Bloor Homes/Manor Parks, copied to Jackie Porter and Adrian Fox. These include reference to traffic congestion, flooding, pressure on local services, loss of green space and concludes it is clear that South Winchester is not suited to this scale of development.

Guidance on completion of the survey form, with background information, has been issued to residents via the PC's email list, WhatsApp channel and Facebook. It is worth noting that no planning application has been submitted and the golf course has not been included in the current Local Plan (2026-2028) and sites to be included in the next Local Plan (2028 onwards) have not yet been decided by Winchester City Council.

Bushfield Camp – Outline Planning Application. Ref 23/02507/OUT

A separate document regarding the Outline planning application for Bushfield Camp was sent to councillors after the

December 2023 meeting and the PC's comments were sent to WCC planning.

This application is ongoing but it appears that some adjustment to the application is likely to be necessary, with

further comments from National Highways . These were due by 28 August with further comments expected in February 2026

Background National Highways recommended that the Local Planning Authority did not grant planning permission for the application (Ref: 23/02507/OUT) until 14 May 2025 to enable further information to be provided by the applicant

and to allow them to provide the Local Planning Authority with fully informed advice. They have asked for this to be delayed until 6 May 2026.

Enforcements – only known live enforcement case

24/00196/WKS – 11A Mount View Road – 4/7/24 – Alleged unauthorised outbuilding.

POLICY TYPE	POLICY	REVIEW DATE	LAST REVIEWED
COUNCIL	Action Plan	May 2026 (AGM)	01/01/2023
HR	Appraisals	01/09/2026	01/11/2019
GOVERNANCE	Code of Conduct	May 2026 (AGM)	01/01/2020
GOVERNANCE	Complaints	03/03/2025	01/08/2020
GDPR	GDPR - Privacy Notice	07/07/2026	01/08/2020
GDPR	GDPR - Data Protection Policy	07/07/2026	01/08/2020
GDPR	GDPR - Data Retention Policy	07/07/2026	01/08/2020
HR	Equality & Diversity	01/09/2026	01/09/2020
FINANCIAL	Expenses	May 2026 (AGM)	14/10/2025
FINANCIAL	Financial Regulations	May 2026 (AGM)	01/09/2020
GOVERNANCE	Freedom of Information	May 2026 (AGM)	01/08/2020
GDPR	Publication Scheme	01/09/2026	
HR	Health & Safety	01/09/2026	01/09/2020
COMMUNITY	Grants	01/09/2026	01/07/2020
HR	Greivance & Disciplinary	01/09/2026	01/01/2017
HR	LGPS Employer's Discretions Policy	01/09/2026	01/01/2020
GOVERNANCE	Press & Social Media	01/09/2026	01/03/2021
HR	Recruitment	01/09/2026	14/10/2025
GOVERNANCE	Risk Assessment	03/03/2025	01/07/2021
GOVERNANCE	Safeguarding	01/09/2026	09/03/2022
GOVERNANCE	Standing Orders	May 2026 (AGM)	12/06/2025
HR	Training & Development Policy	01/09/2026	01/02/2021
GOVERNANCE	Scheme of Delegation	May 2026 (AGM)	
COMMUNITY	Community Emergency Plan	2027	01/05/2024

Oliver's Battery Parish Council

Draft Policy for discussion and approval – Memorial benches in Oliver's Battery

October 2025

Context

Oliver's Battery Parish Council occasionally receives a request to install a memorial to a former, deceased resident of the parish.

Benches on the Battery itself and at the Recreation Ground have in the past been used for this purpose.

Recent memorial benches were approved for local people who made a significant contribution to the life of Oliver's Battery.

Whilst it is recognised that many residents may have enjoyed happy times at the Recreation Ground, or on the Battery, or in the parish itself, the Parish Council has considered the potential issue of 'overcrowding' of memorial benches.

Recommendation

The Parish Council will make decisions on any application to place a new memorial bench after requests have been discussed at a full Parish Council meeting.

Applications should be sent in the first instance to the Clerk.

The Parish Council will use the criteria that new memorial benches are for local people who have made a significant contribution to Oliver's Battery when deciding on any applications.

(Suggestion: we label the two 'free' benches at the Rec as 'Memorial Benches', with words explaining that these have been nominated as an 'Everybody's Memorial Bench', that is, that the bench is in memory of all former residents of Oliver's Battery, who looked out at the beautiful views surrounding our very special Parish.....)

CML October 4th 2005



Oliver's Battery Parish Council

Complaints Policy

Oliver's Battery Parish Council's Complaints Procedures are aimed at any situation where a complaint has been made about the administration of the Council or its procedures, not its policy decisions. Complaints of this nature must be made in writing in accordance with the Complaints Procedures section below.

The target for attempting to resolve complaints of this nature by discussion/direct action with the complainant is within 28 days of receipt of all relevant information regarding the complaint.

The Council reserves the right to reject any complaint that appears, in the opinion of the Council, to be trivial, malicious, repetitious or vexatious in nature.

It is not an appropriate forum for a complaint against individuals, as those provisions are available elsewhere as follows:

Matters relating to Grievance or Disciplinary proceedings that are taking, or are likely to take place, should be dealt with in accordance with the Council's Grievance and Disciplinary Procedures.

Complaints about the Clerk should be dealt with as an employment matter. The complainant should be assured that the matter will be dealt with internally and appropriate action taken as required.

Complaints about a Councillor unrelated to the administration of the Parish Council or its procedures are likely to be dealt with by the Monitoring Officer of Winchester City Council. Relevant contact details can be given to the complainant.

Complaints Procedures

Actions of an employee of the Parish Council

If a complaint relates to the actions of the Clerk, it should be sent directly to the Chair. When the Chair has received the written complaint, the Clerk will be formally advised of the matter and given an opportunity to comment. The Chair will subsequently seek to settle the complaint directly with the complainant.

Other Complaints

If a complaint does not relate to the actions of the Clerk, it should be sent directly to the Clerk. On receipt of a written complaint, any person complained about will be notified and given the opportunity to comment. The Clerk will subsequently seek to settle the complaint directly with the complainant.

Any complaint resolved by discussion/direct action with the complainant will be reported to the next meeting of the Council.

Unresolved complaints

A complaint that has not been resolved will be reported to the next meeting of the Council. The Clerk will notify the complainant of the date on which the complaint will be considered and will be offered the opportunity to explain their complaint to the Council orally.

The complainant shall be advised that they must provide the Council with copies of documentation or other evidence that they wish to refer to at the meeting, 7 clear days before the date of the meeting. Similarly, the Council shall provide the complainant with copies of any documentation it wishes to rely on at the meeting.

The Council may consider whether the circumstances of any complaint warrant the matter being discussed in the absence of the press and public, but any decision on the complaint will be announced at the Council meeting in public.

In the circumstances of a specific complaint, the Council may consider whether to make any 'without liability' payment or provide other reasonable benefit to any person who has suffered loss as a result of the Council's maladministration. Any payment may only be authorised by the Council after obtaining legal advice and advice from the Council's auditor on the propriety of such a payment.

As soon as possible after the decision has been made (and in any event not later than 21 days after the meeting) the complainant will be notified in writing of the decision and any action to be taken.

The Council may defer dealing with any complaint if it is of the opinion that issues arise on which further advice is necessary and will advise the complainant of any potential delay. The advice will be considered and the complaint dealt with at the next meeting after the advice was received.

Financial and Management Risk Assessment



Oliver's Battery Parish Council - Risk Assessment Matrix

Rating	Likelihood	Description	Rating	Impact	Cost	Timescales
1	Very Low	Highly unlikely to occur, may only occur in exceptional situations.	1	Very Low	No increase in budget	No change to timeline
2	Low	Most likely will not occur. Infrequent occurrence in other similar circumstances.	2	Low	< 5% increase in budget	< 1 week delay in timeline
3	Moderate	Possible to occur.	3	Moderate	5 - 10% increase in budget	1 - 2 weeks delay in timeline
4	High	Likely to occur. Has occurred in past similar circumstances.	4	High	10 - 20% increase in budget	2 - 4 delay in timeline
5	Very High	Highly likely to occur. Has occurred in past similar circumstances and conditions for it appear in this particular circumstance.	5	Very High	> 20% increase in budget	> than 4 weeks delay to timeline

Above are the criteria to be used for undertaking risk assessments for Oliver's Battery Parish Council

Adoption Date:

Oliver's Battery Parish Council - Financial and Management Risk Assessment

This document has been produced to enable Oliver's Battery Parish Council to assess the financial and management risks that it faces and to satisfy itself that it has taken adequate steps to minimise them. Appendix 1 contains the Risk Assessment Rating matrix.

Risk No.	Subject	Risk(s) Identified (Description)	Likelihood	Impact	Risk Assessment	Mitigation / Control of Risk	Review / Assess / Revise
UTC001	Precept	Precept requirement inadequate	1	1	1	The budget is monitored on a quarterly basis by the parish council with figures supplied by the Responsible Finance Officer (RFO).	Parish Council and RFO to keep under review
UTC002		Precept requirements not submitted to RCC	1	1	1	The Parish clerk submits the precept figure to Rutland County Council in writing.	
UTC003		Precept submitted to RCC not accurate	1	2	2	The precept will be for a fixed sum of money and will only be finally determined by the full Parish Council when all relevant facts are known to the Council including the size of any grant from Rutland County Council and the underlying tax base.	By resolution of the Full Council
UTC004	Financial Records	Records are not accurate	2	2	4	The Council has Financial Regulations that set out the requirements.	Existing procedure is adequate
UTC005		Financial irregularities exist	2	2	4	The Council has Financial Regulations that set out the requirements.	Review Financial Regulations annually.
UTC006	Bank & Banking	Checks on accuracy are inadequate	2	1	2	The Council has Financial Regulations that set out the requirements for banking, cheques and the reconciliation of accounts in a simple framework.	Existing procedures are adequate.
UTC007		Bank makes errors on council transactions	1	1	1	If the Bank does make an error when processing cheques and cash these are found when the bank accounts are reconciled on a monthly basis, any error is immediately reported to the bank and corrected by them.	Review Financial Regulations annually and the bank signatory list when necessary, especially after the AGM and an election.
UTC008		Loss through poor administration or slack control on security	1	2	2	Losses would result from a bank error and these would be immediately reported to the bank. Possible losses from unauthorised access to the Council bank accounts are minimal as security devices used to access the accounts to which only the	Monitor Bank Statements monthly.
UTC009	Cash	Loss through theft or dishonesty	1	1	1	Cash and cheques are no longer used. Oliver's Battery Parish Council does not have any Petty Cash Insurance cover is provided for infidelity.	Existing procedures are adequate. Review the Financial Regulations annually.

UTC010	Reporting & Auditing	Information and communication	3	2	6	A budget monitoring statement is produced for presentation to the Parish Council on a quarterly basis. The accounts are open to public examination each year as required by the Accounting and Audit Regulations.	Existing communication procedures adequate.
UTC011		Compliance	3	1	3	The Annual Report is published on the Council's website. Auditing takes place on an annual basis.	The Council appoints an Internal Auditor each year to scrutinise the accounts. Further reassurance is provided by External Auditors.
UTC012	Direct Costs. Overhead Expenses. Debts.	Goods not supplied but billed.	1	1	1	The Council has Financial Regulations that set out the requirements	Existing procedure adequate. Review the Financial Regulations annually.
UTC013		Incorrect invoicing by suppliers	2	1	2	Prior to each meeting the invoices are checked by the Parish clerk and allocated a cost code. An Accounts Schedule is circulated to Councillors prior to the meeting and any Councillor can query an invoice with the Clerk. If satisfactory, the schedule is approved at the Council Meeting	
UTC014		Cheque paid incorrectly	2	1	2	The Responsible Financial Officer prepares invoices for payment and these are then checked by mandated signatories for bank account the payment is made from. Payments reports are submitted to the Council at regular intervals.	
UTC015		Loss of Stock.	1	1	1	The Council has only minimal stock, these are monitored by the Parish clerk and Chairman.	
UTC016		Unpaid Invoices to suppliers	2	1	2	Unpaid invoices owed by the Council are pursued by suppliers.	
UTC017		Ensure third party suppliers terms of business are not inadequate	3	2	6	Ensure all suppliers, especially for projects in excess of £15,000 are suitably insured and are accredited undertake works in question. Where appropriate seek independent assessment via a credit reference agency such as Experian.	
UTC018	Grants and support – Payable.	Power to pay. Authorisation of Council to pay using approved framework.	3	1	3	All such expenditure goes through the required process of application and approval. Grants are minuted and listed.	Existing procedure adequate.
UTC019	Grants - Receivable	Receipt of Grants/commuted sums.	2	2	4	The Council does not presently receive any regular grants. One off grants or commuted sums come with terms and conditions to be satisfied.	Existing procedure adequate.
UTC020	Charges / Rentals Payable	Payments of charges, leases, rentals.	1	1	1	Contractual rental and lease obligations are paid on receipt of invoice.	Existing procedure adequate.
UTC021	Charges / Rentals receivable	Receipt of rental income	2	1	2	Invoices for rents/leases are issued in advance of rental period. For services undertaken by the Parish Council invoices are issued after the work has been completed	Existing procedure adequate. Review agreements and fees annually (if not a fixed sum).
UTC022	Best Value / Accountability	Work awarded incorrectly outside of Financial Regulations	2	2	4	The Council has financial regulations that set out the requirements for the awarding of contracts. All contract awards are made at the relevant Committee meeting.	Existing procedure adequate.

UTC023		Overspend on services results in impact on reserves	3	2	6	The Council has financial regulations that set out the requirements for the awarding of contracts. All contract awards are made at the relevant Committee meeting.	Existing procedure adequate.
UTC024	Salaries and Associated Costs	Salary paid incorrectly	1	1	1	The Council authorises the appointment of all employees. Salary rates are based on the National Joint Council (NJC) for Local Government Services Pay Scales.	Existing appointment system adequate but could be improved
UTC025		Wrong hours paid	1	1	1		
UTC026		Wrong rate paid	1	1	1		
UTC027		False employee	1	1	1	Salary analysis and pay slips are produced by external payroll company. Records to be checked by Chair/HR members and payroll payments approved by two signatories.	
UTC028		Wrong deduction of NI and Tax	1	2	2		
UTC029		Unpaid Tax & NI contributions by the payroll administrators	1	4	4		
UTC030	Employees	Loss of key personnel.	3	4	12	The Council would need to take steps to ensure continuity should the Clerk or Responsible Financial Officer leave office.	To be evaluated and progressed.
UTC031		Fraud by staff.	2	4	8	Financial risks are low as only minimal amounts of petty cash are held.	Existing procedure adequate
UTC032		Actions undertaken by staff are unsatisfactory	3	4	12	Parish Council staff are provided with relevant training, reference books, access to assistance and legal advice required to undertake	Existing procedure adequate but further work is needed and a plan to support an agreed approach.
UTC033		Health and safety for employees inadequate	3	4	12	All employees are provided with adequate direction and safety equipment needed to undertake the roles, i.e. protective clothing and training. Professional consultants are not currently retained to advise the Parish clerk on Health and Safety matters and to act as the Council's 'competent person'	Health and Safety policy and guidelines will be reviewed annually. Appropriate training will be given where necessary.
UTC034		Pension provision for auto-enrolment legislation - April 2017	3	4	12	All employees have to be taken through an enrolment process by the staging date otherwise Council can face fines of up £400/day.	Auto enrolment process to be overseen by external payroll providers and parish clerk.
UTC035		Councillor Allowances	Councillors paid more than due	1	1	1	The Chairman receives a small annual allowance to defray any expenses incurred with his duties of office.
UTC036	Election Costs	Risk to budget from an unforeseen election cost.	1	2	2	The risk is higher in an election year. The Parish clerk obtains an estimate of costs from the District Council for a full election and an uncontested election. There are no measures that can be adopted to minimise the risk of having a contested election as this is a democratic process.	F&GP Committee to ensure that sufficient budget allocation to cover by-election costs.
UTC037	VAT.	Reclaiming / charging	1	2	2	VAT is reclaimed on an annual basis from HMRC.	Existing procedure adequate
UTC038	Annual Returns	Submit within time limits	3	2	6	The Financial Annual Return is completed by the Internal Auditor and the Parish clerk, approved by the Council and submitted to the External Auditor within the prescribed time limit.	Existing procedure adequate

UTC039	Legal Powers	Illegal activity or payments.	2	2	4	All activity and payments within the powers of the Council are resolved and minuted at meetings. Guidance and advice is provided to the meeting by the RFO. The Parish Council will review the eligibility for the general power of competence at the Annual Meeting.	Existing procedure adequate
UTC040	Agendas / Minutes / Notices / Statutory Documents	Accuracy and legality of Agendas/ Minutes /Notices/Statutory Documents.	3	2	6	Agendas and minutes are produced in the prescribed method by the Parish clerk and adhere to the legal requirements. Agendas are displayed and minutes are available in accordance with the legal requirements. Minutes are approved and signed at the following Council meeting.	Existing procedure adequate - guidance / training given to Chairman where required.
UTC041		Business Conduct	2	1	2	Business conducted at Council meetings is managed by the Chairman.	Members adhere to the Council Code of Conduct contained within the Standing Orders.
UTC042	Members Interests	Conflict of Interest	3	2	6	Members declare pecuniary interests at the meeting when the item "Declarations" is reached and when an item is discussed, and it becomes apparent they have an interest.	Existing procedure adequate.
UTC043		Register of Member Interests	2	2	4	The Register of Members Interest is updated by Councillors when their circumstances change and is reviewed annually. All Registers are published on the Parish Council website.	Councillors to take responsibility to update their entry in the Register.
UTC044	Insurance	Adequacy - policy cover council requirements	2	2	4	An annual review is undertaken prior to the renewal date of all insurance arrangements in place. A three year agreement for public liability insurance is normally agreed to ensure best value for money.	Existing procedure adequate.
UTC045		Cost - value for money via tender	2	2	4		
UTC046		Compliance	2	2	4		Review insurance provision annually.
UTC047		Fidelity Guarantee	2	2	4		
UTC048	Data Protection	Policy Provision	3	2	6	The Parish Council is registered with the Information Commissioner.	Existing procedure adequate. Ensure annual renewal of registration.
UTC049	Freedom of Information Act	Policy Provision	1	1	1	The Parish Council conforms with the Freedom of Information Act and responds to individual requests in accordance with it. The Parish Council has adopted the model publication scheme and this is posted on the Parish Council web-site and is available free of charge to all members of the public.	Existing procedure adequate.
UTC050	Assets	Loss or damage Risk/damage to third party(parties)/property	2	3	6	An annual review of assets is undertaken for insurance purposes. The Parish Council Office and Chamber are alarmed for fire and presence detection. Smoke alarms are in place.	Existing procedure adequate.
UTC051		Poor performance of assets or amenities.	3	3	9	All assets owned by the Parish Council are regularly reviewed and maintained.	Existing procedure adequate.

UTC052	Maintenance	Loss of income or performance. Risk to third parties.	3	3	9	All repairs and relevant expenditure are actioned/authorised in accordance with the correct procedures of the Council. All assets are insured and reviewed annually. All public amenity land and play grounds are inspected regularly.	Existing procedure adequate.
UTC053	Street Furniture	Risk/damage/injury to third parties.	2	3	6	The Parish Council owns sundry assets, play equipment, seats and benches, gates, waste and dog waste bins. All are covered by the Parish Council's insurance policy. Regular visual inspections take place by appointed contractors. Faults are reported to the Parish clerk and overseen by the Chairman.	Existing procedure adequate.
UTC054	Play Equipment	Risk/damage/injury to third parties.	3	3	9	Regular inspections take place which are documented. A thorough ROSPA approved or equivalent annual inspection is obtained annually	Existing procedures are adequate. Remedial work and repairs undertaken as necessary.
UTC055	Parish Council Records paper	Loss through fire, theft or damage.	2	3	6	The Parish Council has adopted a records management policy which sets out retention and destruction periods for all Parish Council records. Paper records are stored in the Parish Council office which has fire and intruder alarms. All recent records are stored in locked filing cabinets and keys are locked in a key cabinet. Records include historical correspondence, minutes, copies of leases, personnel records, salary details etc Original copies of deeds will be stored in secure safe affording a high degree of fire protection or with solicitors. Historic minutes are lodged with the Hampshire County Records Office.	Existing procedure adequate except items in [x]
UTC056	Parish Council Records electronic	Loss through fire, theft, damage, computer failure, hacking, virus infiltration.	2	3	6	A large amount of data including accounts are stored on the office computer system which is hosted externally. A back up regime is in place data is also stored off site. Anti-virus software is installed and the system has firewall	Existing procedure adequate.

UTC059	Public Open Spaces	Trees, paths, litter etc.	4	2	8	<p>All trees on the Council's estate are inspected every three years on a rolling programme. Any necessary remedial work is undertaken as necessary.</p> <p>Main public areas are litter picked on a regular basis. Any antisocial behaviour is reported promptly to the police.</p> <p>Bye-laws are in place for all Parish Council owned and managed land. A copy is available from the Parish Council office.</p>	Existing procedure adequate, except for [x]
UTC060	Grounds maintenance equipment.	Damage, theft, injury to employees and others.	2	2	4	<p>A maintenance regime is in place to ensure that all of the equipment is in good working order.</p> <p>All equipment is insured and all staff are trained to use it. Personal protective equipment is provided to all employees.</p>	Existing procedure adequate, except for [x]
UTC061	Events Management	Injury to the public, employees. Damage to assets.	3	2	6	<p>An events management plan is produced which identifies risks and mitigation.</p> <p>Insurance is provided through the Parish Council's policy or the organiser of the event is required to produce insurance certificates, risk assessments and an event management plan. Where a civic event is organised involving a military presence the Parish clerk is to engage the current Council insurer</p>	Existing procedure adequate.

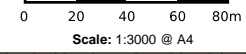
Appendix 1

Oliver's Battery Parish Council - Risk Assessment Rating Scale

Likelihood	5	10	15	20	25
	4	8	12	16	20
	3	6	9	12	15
	2	4	6	8	10
	1	2	3	4	5

Impact

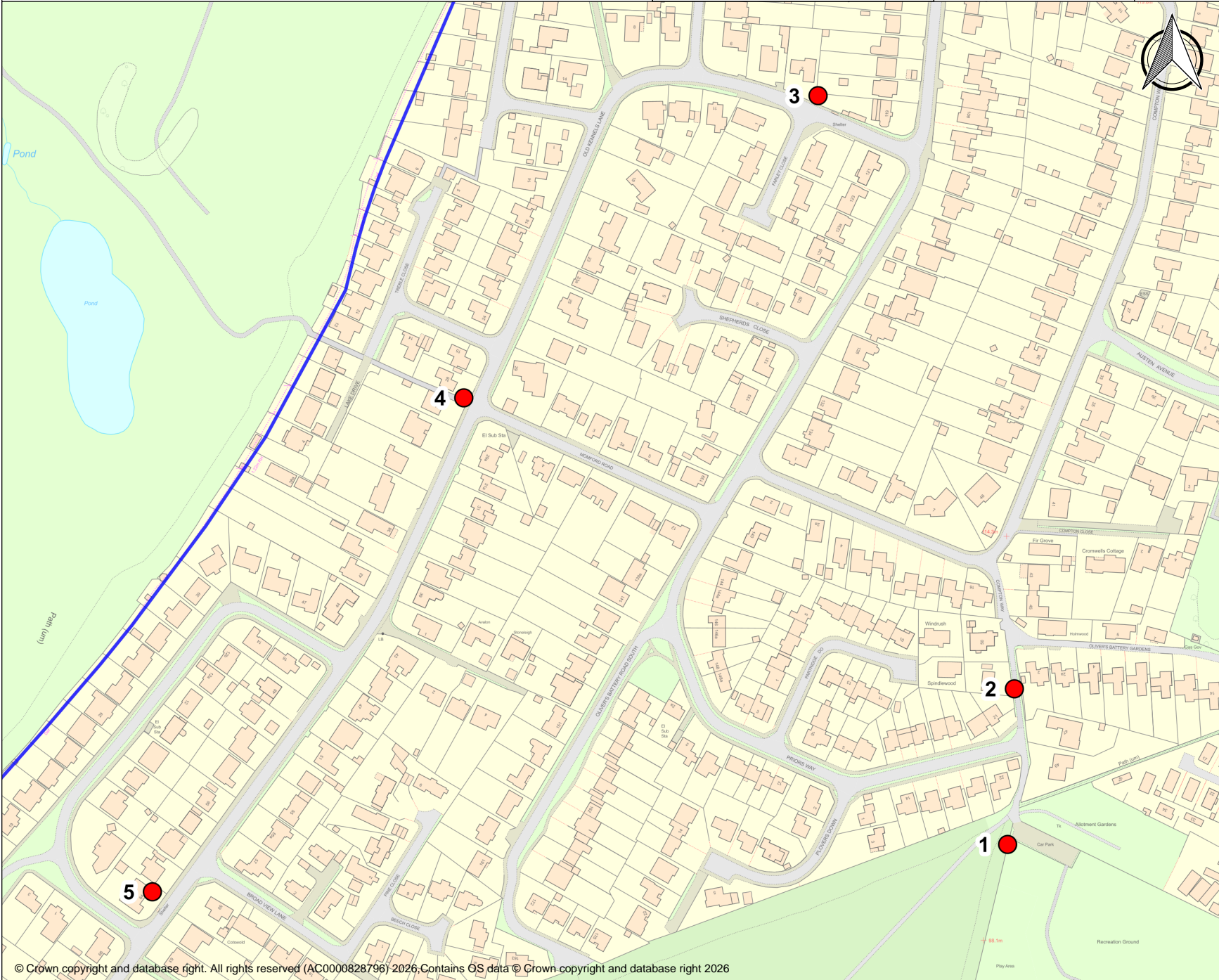
Major
Moderate
Minor



Parish



Lengthsman Tasks



Oliver's Battery Parish Council – IT and Email Policy

Policy Overview

Oliver's Battery Parish Council (OBPC) recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

Scope

This policy applies to all individuals who use OBPC's IT resources, including computers, networks, software, devices, data, and email accounts.

Acceptable use of IT resources and email

OBPC's IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

Device and software usage

Where possible, authorised devices, software, and applications will be provided by OBPC for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

Data management and security

All sensitive and confidential data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

Network and internet usage

OBPC's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

Email communication

Email accounts provided by OBPC are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

Password and account security

OBPC I.T users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

Mobile devices and remote Work

Mobile devices provided by OBPC should be secured with passcodes and/or biometric authentication. When working remotely, users should adhere to the same security practices as they would in the office.

Email monitoring

OBPC reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

Training and awareness

OBPC will provide training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

Compliance and consequences

Breach of this IT and Email Policy may result in disciplinary action.

Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

Contacts

For IT-related enquiries or assistance, users can contact the Parish Clerk.

All staff and councillors are responsible for the safety and security of OBPC IT and email systems. By adhering to this IT and Email Policy, OBPC aims to create a secure and efficient IT environment that supports its mission and goals.

Adopted:

Review date:



DATE: 20

**LEASE – SUPPLY CONNECTION
RELATING TO LAND AT []**

Between

[]

and

SOUTHERN ELECTRIC POWER DISTRIBUTION PLC

(SSE REF:[])

Legal Services
No.1 Forbury Place
43 Forbury Road
Reading
RG1 3JH

PRESCRIBED CLAUSES

LR1 Date of lease

LR2 Title number(s)

LR2.1 Landlord's title number(s)

LR2.2 Other title numbers

LR3 Parties to this lease

Landlord

[•] (Company Number [•]) whose registered office is at [•]

Tenant

SOUTHERN ELECTRIC POWER DISTRIBUTION PLC
(Company Number 4094290) whose registered office is at
No.1 Forbury Place, 43 Forbury Road, Reading RG1 3JH

LR4 Property

In the case of a conflict between this clause and the remainder of this lease then, for the purposes of registration, this clause shall prevail.

As described in schedule 1 to this Lease.

LR5 Prescribed statements etc

None

LR6 Term for which the Property is leased

The term as specified in this lease at clause 1.1

LR7 Premium

One pound (£1.00)

LR8 Prohibitions or restrictions on disposing of this lease

This lease contains a provision that prohibits or restricts dispositions.

LR9 Rights of acquisition etc

LR9.1 Tenant's contractual rights to renew this lease, to acquire the reversion or another lease of the Property, or to acquire an interest in other land

None

LR9.2 Tenant's covenant to (or offer to) surrender this lease

None

LR9.3 Landlord's contractual rights to acquire this lease

None

LR10 Restrictive covenants given in this lease by the Landlord in respect of land other than the Property

As set out in clause 4 to this lease

LR11 Easements

LR11.1 Easements granted by this lease for the benefit of the Property

As set out in schedule 2 to this lease

LR11.2 Easements granted or reserved by this lease over the Property for the benefit of other property

None

LR12 Estate rentcharge burdening the Property

None

LR13. Application for standard form of restriction

None

LR14. Declaration of trust where there is more than one person comprising the Tenant

None

THIS LEASE is made on the [] day of [] 20[●]

BETWEEN:

1. [●] (Company Number [●]) whose registered office is at [●] (the “**Landlord**” which expression shall include any other person entitled to the immediate reversion to this Lease).
2. **SOUTHERN ELECTRIC POWER DISTRIBUTION PLC** (Company Number 4094290) whose registered office is at No.1 Forbury Place, 43 Forbury Road, Reading RG1 3JH (the “**Tenant**”).

THIS DEED WITNESSES

1. DEFINITIONS AND INTERPRETATION

1.1 In this Lease the following words and expressions shall have the following meanings:

“**Access**”: the land shown coloured brown [and brown hatched black] on the Plan, and all roads, footpaths and other areas providing access to the Property and the Easement Strip;

“**Cables**”: all electrical plant and underground electric lines (as defined in section 64 of the Electricity Act 1989) installed or to be installed along and within the Easement Strip and all other apparatus appurtenant to the Permitted Use;

“**Easement Strip**”: the strip of land shown coloured green [and brown hatched black] on the Plan[and the land [●] metres either side of the Lines];

[“**Environment**”: all or any of the following media; namely air (including the air within buildings) water (including surface water, groundwater and water in drains and sewers) and land (including surface land sub-surface land and land under water) and any living organisms or ecosystems supported by those media;]

[“**Existing Hazardous Substances**”: any Hazardous Substances at in on or under the Property at or prior to the date of commencement of this Lease;]

[“**Hazardous Substances**”: any natural or artificial substance (whether solid, liquid or gas) which alone or in combination with any other substance is capable of causing harm to man or is damaging to the Environment;]

[“**Lines**”: all electrical plant and overhead electric lines (as defined in section 64 of the Electricity Act 1989), works, poles and stays installed or to be installed on the Retained Land shown by red lines, red dots and “T” marks on the Plan and all appurtenant apparatus;]

“**Outgoings**”: all existing and future rates, duties, taxes and charges for utilities;

“**Permitted Use**”: use in connection with the transformation and distribution of electricity, the transfer of data in connection with the distribution of electricity and ancillary uses;

“**Plan**”: the plan annexed to this Lease with drawing number [●];

“**Property**”: as described in Schedule 1;

“**Retained Land**”: the land now registered under the title number noted in land registry prescribed clause LR2.1 of this Lease, excluding the Property;

“**Rights**”: the rights granted in Schedule 2;

“Term”: [] years commencing on and including the date of this Lease and any continuation or extension of it and any holding over, whether by statute, at common law or otherwise.

- 1.2 Where any party to this Lease comprises more than one person their obligations shall be joint and several obligations.
- 1.3 Any covenant not to do any act or thing includes an obligation not to permit or suffer that act or thing to be done.
- 1.4 The expression “tenant covenant” has the meaning ascribed to it by Section 28(1) of the Landlord and Tenant (Covenants) Act 1995 and relate to the tenancy created by this Lease.
- 1.5 The expression “the Landlord” wherever the context so admits shall include their successors in title and all persons deriving title under them and the owners and occupiers for the time being of the Retained Land and where the Retained Land has been disposed of in parts be construed as comprising all the owners and occupiers for the time being of the respective parts.

2. DEMISE

In consideration of the sum of one pound paid by the Tenant to the Landlord (the receipt of which is hereby acknowledged), the Landlord with full title guarantee demises the Property to the Tenant for the Term, together with the Rights.

3. TENANT’S COVENANTS

The Tenant covenants with the Landlord throughout the Term as follows:

Outgoings

- 3.1 The Tenant shall pay all Outgoings in respect of the Property save for Outgoings arising from any dealing with the reversion to this Lease.

Repair and maintenance

- 3.2 The Tenant shall keep the Property in good and substantial repair and, when exercising the Rights, take reasonable precautions to avoid undue obstruction to the Landlord.
- 3.3 The Tenant shall, whenever necessary following exercise of the Rights, make good any physical damage it causes to the Retained Land to the reasonable satisfaction of the Landlord.

Disposals

- 3.4 The Tenant shall not assign or underlet the whole or any part of the Property (other than to a body carrying on either (i) the undertaking of the Tenant in succession to it, or (ii) a licence holder under the Electricity Act 1989) without the prior written consent of the Landlord (such consent not to be unreasonably withheld).

Use

- 3.5 The Tenant shall not use the Property otherwise than for the Permitted Use.

Legal requirements

- 3.6 The Tenant shall comply with all legal requirements relating to the Property and the use of it, whether the requirements are imposed on the Landlord or the Tenant.

Yielding up

- 3.7 At the termination of the Term, the Tenant shall yield up the Property with vacant possession and with all apparatus and equipment either removed or rendered permanently safe.

Indemnity

- 3.8 The Tenant shall indemnify the Landlord in respect of all liabilities incurred, all damage and loss suffered, all claims, demands, actions and proceedings arising as a consequence of any breach of the tenant covenants by the Tenant.

4. LANDLORD'S COVENANTS

The Landlord covenants with the Tenant, to the intent that the burden of the covenants will run with and bind the Retained Land and every part of it, in each case for the benefit of the Tenant and the undertaking of the Tenant and its properties and rights, throughout the Term as follows:

Quiet enjoyment

- 4.1 The Tenant shall hold the Property peaceably and without any interruption by the Landlord or any person lawfully claiming under or in trust for it.

Other

- 4.2 The Landlord shall indemnify the Tenant in respect of all liabilities incurred, all damage and loss suffered, all claims, demands, actions and proceedings arising out of or in connection with the matters referred to in the registers of the Title Numbers in clause LR2 so far as they relate to the Property and/or the exercise of the Rights.

Alterations

- 4.3 The Landlord shall not
- 4.3.1 make any alteration to the Easement Strip, nor plant any tree or shrub or erect any structure on or over the Easement Strip, other than with the prior written consent (such consent not to be unreasonably withheld) and under the supervision of the Tenant;
 - 4.3.2 do anything that may or may be likely to cause damage to the Cables[or Lines] and it shall take all reasonable precautions to prevent any damage to the Cables[or Lines];
 - 4.3.3 do anything (other than normal agricultural operations) whereby the support of or the cover of soil over the Cables shall be altered;
 - 4.3.4 interfere with or obstruct either the operation of or the access to the Cables[or Lines];
 - 4.3.5 *[do anything whereby the level of the ground shall be raised so as to alter the distance between the level of the ground and the Lines, other than with the prior written consent (not to be unreasonably withheld) and under the supervision of the Tenant, and in compliance with the Electricity, Safety, Quality and Continuity Regulations 2002;]*
 - 4.3.6 permit any structure on the Retained Land to be within the Easement Strip and shall not permit any tree or shrub to grow so as to be, or come when falling, within the Easement Strip, save in compliance with the Electricity, Safety, Quality and Continuity Regulations 2002.

[Security]

4.4 *[The Landlord shall at the Landlord's cost:*

4.4.1 *supply to the Tenant all access codes and keys required to unlock and open any gates or barriers on the Access and shall immediately notify the Tenant of any new codes and supply to the Tenant any new keys as necessary;*

4.4.2 *connect any electronic gates and barriers on the Access to a back-up generator to ensure such gates and barriers are operational notwithstanding any power outage and maintain, repair and replace such back-up generator;*

4.4.3 *construct and maintain the Access in accordance with the Tenant's reasonable requirements and to the Tenant's reasonable satisfaction.]*

5. GENERAL PROVISIONS

It is agreed and declared as follows:

Forfeiture

5.1 Without prejudice to any other remedies of the Landlord, if the Tenant is in material breach of any of the Tenant's covenants the Landlord may re-enter the Property or any part of it and the Term will then cease.

Notices

5.2 Any notices to be served under this Lease shall be validly served if served in accordance with Section 196 of the Law of Property Act 1925.

Dispute Resolution

5.3 Any dispute arising under this Lease shall be determined by a single expert, whose appointment is to be agreed upon between the Landlord and the Tenant or failing agreement, to be appointed on the application of either party (after notice in writing to the other) by the President of the Royal Institution of Chartered Surveyors.

5.4 The expert's fees and any costs properly incurred by him in arriving at his determination (including any fees and costs of any advisers appointed by the expert) shall be borne by the Landlord and the Tenant in such proportions as the expert shall direct.

[Contamination]

5.5 *[The Tenant will have no responsibility or liability whatsoever under this Lease or otherwise as a result of or in respect of the presence or accumulation of any Existing Hazardous Substances at the Property or the escape or migration of any Existing Hazardous Substances from the Property at any time whether before or after the date of this Lease and for the avoidance of doubt to the extent that this provision is inconsistent with any other provision of this Lease then this provision will prevail and the Landlord shall indemnify the Tenant against all losses, costs and expenses, actions, proceedings, claims, demands, damages and liabilities arising from any Existing Hazardous Substances.]*

6. [RELOCATION]

6.1 *[In this clause the following words and expressions shall have the following meanings:*

"Alternative Site": the alternative location for the Property; and

“Alternative Route”: *the alternative location for the Easement Strip and Access within the Retained Land;*

each location to be approved by the Tenant (such approval not to be unreasonably withheld) and by any planning or other relevant authority.

6.2 *If at any time during the Term the Landlord intends to develop:*

6.2.1 *the Property; or*

6.2.2 *any part of the Retained Land whereby such development would constitute a breach of the Landlord’s covenants in this Lease;*

the following provisions of this clause shall apply.

6.3 *The Landlord shall give to the Tenant not less than twelve months' written notice of its intention to develop, with such notice to propose an Alternative Site and Alternative Route no less commodious or convenient than the existing Property, Easement Strip and Access.*

6.4 *The Alternative Site and Alternative Route having been approved, the Landlord shall grant a lease of the Alternative Site to the Tenant subject to the following conditions:*

6.4.1 *the lease shall be granted with full title guarantee, for £1.00 consideration and at nil rent;*

6.4.2 *the lease shall be granted for a term equal to the period then unexpired of the Term;*

6.4.3 *the lease shall contain like rights in respect of the Alternative Route as the rights granted in respect of the Access and Easement Strip in this Lease;*

6.4.4 *the lease shall otherwise contain like provisions and covenants as this Lease.*

6.5 *Subject to all necessary materials and labour being available, but otherwise as soon as reasonably practicable after the grant of the lease of the Alternative Site, the Tenant shall:*

6.5.1 *build and commission a new substation on the Alternative Site and lay, install and commission any necessary cables and ancillary apparatus along the Alternative Route;*

6.5.2 *decommission the existing substation on the Property; and*

6.5.3 *once done, so far as necessary, offer to surrender this Lease to the Landlord.*

6.6 *The Landlord shall pay to the Tenant within fourteen days of demand all internal and external costs, charges and expenses incurred, sustained or anticipated (provided such costs are then incurred or returned to the Landlord) by the Tenant in connection with:*

6.6.1 *the Tenant's obligations in clause 6.5 and 6.5.1 of this Lease;*

6.6.2 *the preparation, consideration and completion of all documentation required in respect of the new lease of the Alternative Site and the surrender of this Lease, including stamp duty land tax, Land Registry fees, surveyors' and legal fees, VAT and disbursements.]*

Executed as a deed and delivered on the date set out at the head of this Lease.

SCHEDULE 1

THE PROPERTY

The land at [] shown coloured pink on the Plan.

SCHEDULE 2

RIGHTS GRANTED

1. The right (for all proper purposes connected with the Property, the undertaking of the Tenant and the exercise of the Rights, with or without vehicles plant and equipment, at all reasonable times and at any time in cases of emergency) to enter onto the Retained Land and to pass and re-pass between the public highway and the Property and all parts of the Easement Strip over the Access and to park a vehicle thereon.
2. The right to lay, relay, construct, inspect, maintain, repair, protect, use, replace, renew, supplement, connect into, remove or render unusable the Cables and to break up so much of the surface of the Retained Land as is reasonably necessary from time to time for the purpose of exercising this right.
3. *[The right to erect, construct, use, inspect, maintain, protect, repair, re-erect, replace, renew, supplement, connect into, remove or render unusable the Lines and to break up so much of the surface of the Retained Land as is reasonably necessary from time to time for the purpose of exercising this right.]*
4. The right to fell, lop or cut in a proper manner all trees and shrubs standing on the Retained Land which may if not felled, lopped or cut obstruct or interfere with the construction, maintenance or safe and efficient operation of any apparatus on the Property[, *the Lines*] or the Cables.
5. The right of shelter, protection and vertical and lateral support for the benefit of the Property and the Cables from the Retained Land.
6. The right to drain surface water from the Property onto the Retained Land into any existing drainage system.

[Executed as a deed by)
 [ENGLISH COMPANY LIMITED])
 on being signed by:) Director
)
 and])
 Director/Secretary

[Signed as a deed by)
 [NAME SURNAME])
 in the presence of:])

Name of witness:
 Signature:
 Address:

 Occupation:

[Signed as a deed on behalf of)
 [FOREIGN COMPANY NAME])
 A company incorporated in [territory],)
 by [full name(s) of person(s) signing])
 being [a] person[s] who, in accordance with)
 the laws of that territory, [is][are] acting under)
 the authority of the company]) Authorised [signatory][signatories]

The common seal of)
SOUTHERN ELECTRIC POWER)
DISTRIBUTION PLC)
 was affixed to this deed)
 in the presence of:)

Duly authorised by a resolution of the Board
 of Directors of the Tenant pursuant to the
 Tenant's Articles of Association

From: Harry Dancer <Harry.Dancer@trethowans.com>

Sent: 18 February 2026 11:38

To: clerkoliversbattery@gmail.com

Subject: RE: Oliver's Battery SO22 4EU 25000850

Hi James

Thank you for sending this through, most helpful.

To assist with the lease my fees would be £2,750 plus vat and disbursements, note £1,500 plus vat is covered by the tenant.

Please let me know if happy to proceed and we can arrange for a file to be opened.

Kind regards

TRETHOWANS Part of **Lawfront**

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Go to Settings to activate Windows